



# WorkingSm@rt®

MICROSOFT

## +Copilot 365

## Leveraging Copilot for a Better Way to Work

This workshop is designed to empower professionals with the knowledge and tools to integrate Copilot into their daily workflows. Participants will explore the capabilities of Microsoft Copilot 365, learning how to automate routine tasks, enhance communication, and streamline their processes.

### Outcome:

By the end of this workshop, participants will be equipped with practical knowledge and skills to leverage Copilot, improving their processes and staying ahead in the rapidly evolving workplace.

### Who Should Attend:

Professionals looking to enhance their efficiency and effectiveness through the integration of Copilot in their daily operations. This workshop is exploring Microsoft Copilot 365, a paid subscription version.

### Format:

- Half day virtual instructor-led session

### Tools Provided:

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

### Related Training:

- WorkingSm@rt using Outlook
- WorkingSm@rt using Microsoft Teams
- WorkingSm@rt using OneNote
- WorkingSm@rt in Meetings



### A Better Way To Work

#### Priority Management London Region Office

Tel: +44 (0) 208 563 2666

Email: [enquiries@prioritylondon.com](mailto:enquiries@prioritylondon.com)

[www.prioritylondontraining.com](http://www.prioritylondontraining.com)

# Detailed Synopsis:

## WorkingSm@rt using Microsoft Copilot 365

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### Unit 1: Laying the Foundation

- The Evolution of Work with AI
- What is Copilot?
- Best Practices for Prompt Engineering
- Ethics, Privacy & AI Best Practices
- Using Viva Insights

### Unit 2: A Day in the Life

- Managing Email Overload & Daily Priorities
- Creating Email Summaries
- Turning Emails into Collaborative Meetings
- Running an Effective Meeting with Real-Time AI Feedback
- Extracting Post-Meeting AI Notes & Assigning Action Items

### Unit 3: Advanced Copilot Application

- Completing Data Analysis in Excel
- Creating Documents in Word
- Building Slide Decks in PowerPoint
- Following Through on Action Items

### AI Competencies:

Within the **Microsoft 365 suite**, these skillsets align with various tools and functionalities:

1. **Prioritising** – Using **Microsoft To Do**, **Planner**, and **Outlook** to manage tasks, set priorities, and organise workflows efficiently.
2. **Writing** – Leveraging **Microsoft Word**, **Editor**, and **Copilot** for drafting, refining, and enhancing written content.
3. **Data Analysis** – Utilising **Excel**, **Power BI**, and **Copilot** for data organisation, visualisation, and insights generation.
4. **Template Creation** – Designing reusable templates in **Word**, **PowerPoint**, and **Excel** to standardise documents, reports, and presentations.
5. **Summarising** – Using **Copilot** in **Word**, **OneNote**, **Teams**, and **Outlook** to generate concise summaries of documents, emails, and meeting notes



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