

SHAPE SMARTER WORKFLOWS WITH COPILOT 365



Course Outline WorkingSm@rt with Microsoft Copilot 365

OVERVIEW

This Instructor-led workshop equips professionals with the skills to integrate Microsoft Copilot into daily workflows and accelerate WorkingSm@rt productivity practices in Microsoft 365. Participants will learn how to use Copilot to draft, summarise, and organise work more effectively.

OUTCOME

By the end of this workshop, participants will have the practical knowledge to leverage Copilot to enhance processes, improve efficiency, and stay ahead in a rapidly evolving workplace.

WHO SHOULD ATTEND

Professionals who want to increase efficiency and effectiveness by combining WorkingSm@rt habits with Copilot in their daily workflows.

THIS COURSE WILL HELP YOU TO

- Write strong Prompts to make Copilot more effective
 - Summarise email long threads, draft replies & extract tasks in Outlook
 - Support agendas, capture actions, summarise meetings, & recap Posts + Chats in TEAMS
 - Draft, rewrite & summarise documents in Word
 - Analyse data, generate formulas from plain language & create visuals in Excel
 - Generate slides and content from prompts in PowerPoint
 - Explore the potential of Copilot Agents for automation
- (Implementation requires Priority Management International Consultancy, and is not included in this course)
- Understand Copilot's limitations and how to use it responsibly



SHAPE SMARTER WORKFLOWS WITH COPILOT 365

Course Outline WorkingSm@rt with Microsoft Copilot 365

WorkingSm@rt[®]
MICROSOFT
+Copilot 365

FORMAT

INSTRUCTOR-LED FORMAT

- ▶ Online or Face-to-face 4 hours

CLASS SIZE

- ▶ Maximum 20 participants

1-1 ONLINE COACHING

- ▶ 60 minutes follow-up to tailor the training

WHAT'S INCLUDED

- ▶ Comprehensive Online Learning Guide
- ▶ Ongoing support via the WorkingSmart Helpdesk
- ▶ Enrolment in our monthly LearningLink e-newsletter

ASK ABOUT OUR SEPARATE WORKINGSMART COURSES WITH COPILOT



Microsoft Outlook Classic or New



Microsoft OneNote



Microsoft TEAMS



Meetings

