

## ACCELERATE SMARTER WORKFLOWS WITH AI



### 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



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**WorkingSm@rt**<sup>®</sup>  
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

