Copilot for Microsoft 365: HR Use Case

Course Duration: 4 Hours (0.5 Day)

Overview

Unlock your HR potential with our Copilot for Microsoft 365: HR Use Case course at Koenig Solutions. This course delves into the functionalities of Copilot within different Microsoft 365 applications to streamline HR tasks. Learn to create job descriptions, analyse resumes, and generate interview questions seamlessly. Experience practical exercises like drafting email offer letters and summarizing information using AI capabilities in Word, Outlook, and Teams. With modules covering effective prompting, data integration, and content transformation, you'll acquire the skills to optimize workflows and boost productivity. This course is designed to provide hands-on expertise in real-world HR business scenarios.

Audience Profile

The "Copilot for Microsoft 365: Empower your workforce with Copilot for Microsoft 365: HR Use Case" course empowers HR professionals with practical Copilot for Microsoft 365 skills in real-world HR scenarios.

- HR Managers
- Talent Acquisition Specialists
- HR Coordinators
- Recruitment Consultants
- Learning and Development Professionals
- HR Analysts
- Employee Relations Managers
- Organizational Development Specialists
- HR Business Partners
- Talent Management Experts
- Workforce Planning Analysts
- Compensation and Benefits Managers
- HR Information System (HRIS) Administrators
- Corporate Trainers
- Personnel Managers

Course Syllabus

Module 1 - Introduction to Copilot for Microsoft 365

- Describe the purpose and functionalities of Copilot for Microsoft 365.

- Outline the working principles behind Copilot for Microsoft 365.
- Identify the core components integral to Copilot for Microsoft 365.
- Examine how Microsoft is committed to responsible AI

Module 2 - Explore the possibilities with Copilot for Microsoft 365

- Identify and apply the key features of Copilot for Microsoft 365 in each Microsoft 365 application to enhance your productivity and workflow.
- Understand how Copilot for Microsoft 365 integrates with Teams to provide a centralized hub for all your work-related information.
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.
- Demo/Exercises
- Summarize documents with Co-pilot word
- Summarize and draft email with Co-pilot in Outlook
- Create presentation with Co-Pilot in PowerPoint
- Analyse and transform data with Copilot in Excel
- Elevate productivity with Copilot in Teams

Module 3 - Optimize and extend Copilot for Microsoft 365

- Describe the best practices for using Copilot for Microsoft 365.
- Understand how to effectively prompt Copilot for Microsoft 365.
- Review prompting best practices.
- Describe the capabilities of plugins within Copilot for Microsoft 365.
- Understand Microsoft Graph connectors and how they can be used to integrate data
- from external sources into Copilot for Microsoft 365.

Module 4 - Copilot for Microsoft 365: HR Use Case

- Utilize Copilot in Word to Create Dynamic Job Descriptions with Ease
- Harness Copilot in Word to Analyse Resumes and Provide Recommendations with Precision
- Seamlessly Generate Interview Questions with Copilot in Loop
- Utilize Copilot in Outlook to Compose Email Offer Letters with Ease
- Harness Summarize Results with Precision using Copilot in Word
- Demo/Exercises
- Create a job description using Copilot in Word
- Analyse resumes and make a recommendation using Copilot in Word
- Create interview questions using Copilot in Loop
- Compose an email offer letter using Copilot in Outlook

- Summarize chat and channel threads using Copilot in Teams

Module 5 - Summarize with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations.
- Summarize chats and meetings to look for key action items with Copilot in Teams.
- Demos/Exercises
- Simplify and extract key information with Copilot in Word
- Identify key information and summarize with Copilot in PowerPoint
- Spot trends and visualize data with Copilot in Excel
- Highlight key decisions and actions from Teams meetings

Module 6 - Create and draft with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Use Copilot to create new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote.
- Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings.
- Prompt Microsoft Copilot for Microsoft 365 to generate new ideas, new content, and FAQs from existing files.
- Demo/Exercises
- Draft cover letters, marketing plans, and outlines with Microsoft Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook

Module No. 7: Edit and transform content with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Organize outlines and content in Word documents with Copilot.
- Add images, slides, and organize your presentation with Copilot in PowerPoint.
- Format, sort, filter, and highlight data with Copilot in Excel.
- Rewrite messages with Coaching by Copilot in New Outlook
- Demo/Exercises
- Write, organize, and transform content using Microsoft Copilot in Word
- Add images, slides, and organize your presentation using Microsoft Copilot in
- PowerPoint
- Format, sort, filter, and highlight data using Microsoft Copilot in Excel

KOENIG
step forward

Microsoft
Solutions Partner

Microsoft Cloud
Training Services

- Rewrite messages and replies for tone using Microsoft Copilot in Outlook