

Microsoft 365 Copilot: Executive and Enablement Experience

Duration - 2 Days (16 Hours)

This course offers a comprehensive introduction to Copilot for Microsoft 365, designed to enhance executive productivity and creativity while streamlining organizational processes. You'll begin by understanding what Copilot for Microsoft 365 is, how it operates, and Microsoft's commitment to responsible AI.

As you progress, you'll learn how to craft effective prompts, use Copilot in key applications like Outlook, Teams, Word, and PowerPoint, and discover strategies to transform your executive workflow. The course also covers creative use cases, such as brainstorming ideas, building brands, and analyzing competitive landscapes using Copilot.

Beyond individual productivity, the course guides you through strategies for user enablement and successful adoption of Copilot for Microsoft 365 within your organization. You'll explore how to assemble the right team, secure stakeholders, create a strategy, and measure success. Finally, you'll learn how to onboard employees, drive value, and continuously optimize Copilot for Microsoft 365 to maximize its impact.

Prerequisites

- A foundational understanding of Microsoft 365 applications and services.
- Experience in executive roles or responsibilities that require advanced productivity tools.
- Familiarity with AI concepts and their applications in a business environment is helpful but not required.

Module 1: Introduction to Copilot for Microsoft 365

Lessons

- Introduction
- What is Copilot for Microsoft 365?
- Explore how Copilot for Microsoft 365 works
- Explore the core components of Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible AI

Module 2: An executive's guide to crafting effective prompts in Copilot for Microsoft 365

Lessons

- Introduction
- Explore the art of the prompt
- Explore Copilot Lab
- Catch up and prepare for the week with Copilot in Outlook
- Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook
- Highlight key decisions and actions from Teams meetings

Module 3: Transform executive productivity with Copilot for Microsoft 365

Lessons

- Introduction
- Exercise: Prepare for a meeting using Microsoft Copilot within Teams
- Exercise: Create an executive briefing using Copilot in Word
- Exercise: Create a slide presentation using Copilot in PowerPoint

Module 4: Accelerate creativity with Microsoft Copilot

Lessons

- Introduction
- Exercise: Brainstorm your idea using Microsoft Copilot
- Exercise: Build a compelling brand using Microsoft Copilot
- Exercise: Analyze the competitive landscape using Microsoft Copilot

Module 5: Explore user enablement strategies for adopting Copilot for Microsoft 365

Lessons

- Introduction
- Describe the importance of user enablement
- Describe the journey to becoming an AI-powered organization
- Describe the people first strategy
- Describe the Copilot for Microsoft 365 user enablement framework
- Discover how a global organization empowered its employees by adopting Copilot for Microsoft 365

Module 6: Envision a successful adoption of Copilot for Microsoft 365

Lessons

- Introduction
- Assemble your team
- Secure sponsors and stakeholders
- Create an AI council
- Define a strategy

- Identify and prioritize scenarios
- Define success criteria, KPIs and success measurement plan
- Assess your organization's readiness

Module 7: Onboard and empower your employees to use Copilot for Microsoft 365 efficiently

Lessons

- Introduction
- Establish a Copilot for Microsoft 365 Center of Excellence
- Build your Champions and Early Adopters programs
- Build your engagement strategy
- Build your training strategy

Module 8: Drive value and maximize the impact of Copilot for Microsoft 365 within your organization

Lessons

- Introduction
- Collect and analyse feedback
- Review success measures and user survey results
- Measure and report Copilot for Microsoft 365 usage
- Conduct health service reviews

Module 9: Extend and optimize Copilot for Microsoft 365 in your organization

Lessons

- Introduction
- Describe how to enhance Copilot for Microsoft 365
- Design scenarios using the Modern Collaboration Architecture framework
- Deliver business process transformation with Copilot Studio