HR Master Class 2: Microsoft Copilot Training

1 Day Online Training

Month: December

Module 1: Understanding Copilot for HR

- What is Copilot?
- Types of Copilot (MS365 Copilot, Copilot Studio, Bing Chat Enterprise)
- AI principles for HR – Transparency, Privacy, Compliance
- HR use cases across the employee lifecycle

Module 2: Copilot in Microsoft for HR

- Drafting HR Policies faster
- Creating job descriptions using prompts
- Writing offer letters, warning letters, appraisal summaries
- Converting meeting notes to HR memos
- Hands-on: Create an Employee Handbook Chapter with Copilot

Module 3: Copilot in Outlook for HR

- Writing complex HR emails
- Drafting rejection, interview scheduling, reminders
- Improving tone for sensitive HR communication
- Hands-on: HR email scenario simulation

Module 4: Copilot in Excel for HR

- Creating HR dashboards:
  - Attrition
  - Hiring Status
  - Leave Usage
  - Training Need Analysis
- Cleaning HR data using Copilot
- Asking copilot for formulas
- Hands-on: Create Recruitment Dashboard with Copilot

Module 5: Employee Records & Compliance

- Generating compliance reports
- Documentation Summary
- Creating HR SOPs
- Drafting policy updates with copilot
- Hands-on: Create 3 HR SOPs with Copilot

Module 6: HR Case Studies and Simulations

- Case Study 1: Recruitment
- Case Study 2: Employee grievance
- Case Study 3: Workforce planning
- Case Study 4: Performance management
- Case Study 5: Training need analysis

Module 7: Copilot for Performance Management

- Drafting performance feedback
- Analyzing employee performance data
- Writing performance appraisal narratives
- Creating development plans
- Hands-on: Generate 3 performance improvement plans

Additional topics:

Draft Emails

Create PPTs

Research (prompting)