

KOENIG SOLUTIONS • COURSE OUTLINE

MS-4007: Copilot for Microsoft 365 User Enablement Specialist

Learn to plan, onboard, drive value from and extend Copilot for Microsoft 365 adoption across an organization.

1 Day

DURATION

5

MODULES

25

TOPICS

COURSE OVERVIEW

This course covers strategies for enabling users to adopt Copilot for Microsoft 365, beginning with the People-First strategy and the user enablement framework. It then addresses envisioning a successful adoption, including assembling an enablement team, forming an AI council, defining a user experience strategy and assessing organizational readiness. It continues with onboarding employees through a Center of Excellence, a Champions and Early Adopters program, and engagement and training strategies. Finally, it covers driving adoption value through feedback and surveys, tracking usage with the Microsoft Copilot Dashboard, and extending and optimizing Copilot for Microsoft 365 using the Modern Collaboration Architecture framework and Copilot Studio.

WHO THIS COURSE IS FOR

User Enablement Specialists

IT Administrators

Change Management Leads

Training and Adoption Managers

AI Council Members

LEARNING OBJECTIVES

- Describe the People-First strategy and its key principles
- Identify roles needed to assemble a user enablement team
- Define a user experience strategy and prioritize scenarios
- Assess organizational readiness for Copilot adoption
- Plan a Champions and Early Adopters program and training strategy
- Evaluate adoption through surveys and the Microsoft Copilot Dashboard
- Explain the three-part strategy to enhance Copilot for Microsoft 365
- Describe how Copilot Studio customizes Copilot for Microsoft 365

5 Modules, 25 Topics

01

Explore User Enablement Strategies for Adopting Copilot for Microsoft 365

LESSONS

- Describe the importance of user enablement
- Describe the three-part approach to becoming AI-powered with Copilot for Microsoft 365
- Describe the People-First strategy and its three key principles
- Extending Copilot for Microsoft 365 with Microsoft Graph connectors
- Describe the Copilot for Microsoft 365 user enablement framework
- Discover insights from an organization who adopted Copilot for Microsoft 365 to transform their business

02

Envision a Successful Adoption of Copilot for Microsoft 365

LESSONS

- Understand the key roles needed to assemble the appropriate user enablement team
- Create an AI council
- Define a user experience strategy
- Identify and prioritize scenarios
- Establish success measures and reporting plans
- Assess your organization's readiness

03

Onboard and Empower Your Employees to Use Copilot for Microsoft 365 Efficiently

LESSONS

- Establish a Copilot for Microsoft 365 Center of Excellence
- Build a Champions and Early Adopters Program
- Build an engagement strategy
- Build a training strategy
- Describe rapid enablement training

04

Drive Value and Maximize the Impact of Copilot for Microsoft 365 within Your Organization

LESSONS

- Gather feedback from users through listening sessions
- Track end user adoption through distribution of surveys
- Review and track adoption score and usage reports in the Microsoft Copilot Dashboard in the Microsoft 365 admin center
- Conduct monthly service health reviews
- Encourage ongoing engagement of Copilot for Microsoft 365

05

Extend and Optimize Copilot for Microsoft 365 in Your Organization

LESSONS

- Describe the three-part strategy to enhance Copilot for Microsoft 365
- Design scenarios using the Modern Collaboration Architecture framework
- Describe how Copilot Studio helps you customize Copilot for Microsoft 365

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com