



WorkingSm@rt[®] using Copilot for a Better Way to Work

Who Should Attend:

Professionals looking to enhance their efficiency and effectiveness through the integration of Copilot in their daily operations. This workshop is exploring Microsoft Copilot Pro, a paid subscription version.

Format:

- Half day virtual instructor-led session

Tools Provided:

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt using Outlook
- WorkingSm@rt using Microsoft Teams
- WorkingSm@rt using OneNote
- WorkingSm@rt in Meetings

Leveraging Copilot for a Better Way to Work

This workshop is designed to empower professionals with the knowledge and tools to integrate Copilot into their daily workflows. Participants will explore the capabilities of Microsoft Copilot, learning how to automate routine tasks, enhance communication, and streamline their processes.

Outcome:

By the end of this workshop, participants will be equipped with practical knowledge and skills to leverage Copilot, improving their processes and staying ahead in the rapidly evolving workplace.



A Better Way To Work

Priority Management

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Detailed Synopsis:

WorkingSm@rt using Copilot for a Better Way to Work

Unit 1: Laying the Foundation

- The Evolution of Work with AI
- What is Copilot?
- Best Practices for Prompt Engineering
- Ethics, Privacy & AI Best Practices
- Using Viva Insights

Unit 2: A Day in the Life

- Managing Email Overload & Daily Priorities
- Creating Email Summaries
- Turning Emails into Collaborative Meetings
- Running an Effective Meeting with Real-Time AI Feedback
- Extracting Post-Meeting AI Notes & Assigning Action Items

Unit 3: Advanced Copilot Application

- Completing Data Analysis in Excel
- Creating Documents in Word
- Building Slide Decks in PowerPoint
- Following Through on Action Items

AI Competencies:

Within the **Microsoft 365 suite**, these skillsets align with various tools and functionalities:

1. **Prioritizing** – Using **Microsoft To Do**, **Planner**, and **Outlook** to manage tasks, set priorities, and organize workflows efficiently.
2. **Writing** – Leveraging **Microsoft Word**, **Editor**, and **Copilot** for drafting, refining, and enhancing written content.
3. **Data Analysis** – Utilizing **Excel**, **Power BI**, and **Copilot** for data organization, visualization, and insights generation.
4. **Template Creation** – Designing reusable templates in **Word**, **PowerPoint**, and **Excel** to standardize documents, reports, and presentations.
5. **Summarizing** – Using **Copilot** in **Word**, **OneNote**, **Teams**, and **Outlook** to generate concise summaries of documents, emails, and meeting notes



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