WorkingSm@rt®
MICROSOFT
+Copilot
Free Version

Leveraging Copilot for a Better Way to Work

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

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 free version.

Outcome:

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

Format:

- Half day virtual instructor-led session

Tools Provided:

- Ongoing support through a responsive AI chat resource to reinforce learning
- Comprehensive Learning Guide
- Enrolment 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

Priority®

A Better Way To Work

Priority Management
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Detailed Synopsis:

WorkingSm@rt using Copilot Free Version for a Better Way to Work

Unit 1: Laying the Foundation

- The Evolution of Work with AI
- What is Copilot?
- Data Privacy & AI Best Practices
- Best Practices for Prompt Engineering
- Multi-step Prompts

Unit 2: A Day in the Life

- Creating Email Summaries
- Composing emails using AI
- Prioritizing your task list
- Organizing your day
- Meeting preparation
- Using AI for Meeting Notes & Next Steps

Unit 3: Practice & Applications

- Writing & Reviewing
- Planning & Preparation
- Researching & Analyzing
- Creating & Designing

A Better Way To Work