Empower your Team to Work Smarter with
Microsoft 365 Copilot

Is your team ready to harness the full power of AI at work?

Microsoft 365 Copilot is transforming the way we work, bringing AI directly into Word, Excel, Outlook, and Teams. But simply having access is not enough. Your team needs the right skills and hands-on experience to unlock its potential.

This is where Professional Advantage's Microsoft 365 Copilot Training Program comes in. Our expert-led sessions equip your staff to use Copilot effectively and responsibly to boost productivity, streamline collaboration, and drive innovation.

Why get trained in Microsoft 365 Copilot?

AI is only as powerful as the people who use it. Training turns Copilot from a novelty into a true productivity partner. Our Copilot training will enable your staff to:

- Boost productivity with smart automation.
- Collaborate seamlessly across departments.
- Reduce time spent on repetitive tasks.
- Improve data-driven decision-making.
- Gain confidence in using AI responsibly and securely.

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Training agenda

Our interactive training is delivered in three focused sessions
to cover a wide range of roles and skill levels:

SESSION 1	SESSION 2	SESSION 3
Copilot for the Generalist (*90 minutes*)	**Copilot for Business Units** (*90 minutes*)	**Bespoke Copilot with Apps and Automation** (*120 minutes*)
Build foundational knowledge and practical skills for everyday use.	Demonstrate how Copilot enhances finance-specific workflows.	Explore advanced use cases for power users and IT-savvy staff.

SESSION 1 — Copilot for the Generalist
- Introduction to Copilot and AI in the workplace.
- Using Copilot across the Microsoft Office suite.
- Prompting best practices.
- Hands-on exercises.

SESSION 2 — Copilot for Business Units
- Copilot in Outlook and Teams for business unit collaboration.
- Copilot in Word for business unit documentation.
- Scenario-based exercises.
- Prompt engineering for finance.

SESSION 3 — Bespoke Copilot with Apps and Automation
- Custom use case discovery workshop.
- Copilot Desktop App for advanced queries.
- Integration with Microsoft Power Platform.
- Custom prompting techniques.
- Governance and security awareness.
- Hands-on automation scenarios.

Training delivery and inclusions

The training is delivered in three interactive sessions over 2 days (or 6 hours)
via Microsoft Teams, including preparation and documentation. **What's included:**

- Expert-led training by a Modern Work Consultant.
- Tailored content specific to your business needs.
- Hands-on practice and real-world scenarios.
- Presentation materials for future reference.

Ready to Empower Your Team?

Don't just give your team Copilot. Equip them to use it with confidence.
Contact us today to book your Microsoft 365 Copilot training.

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