

Workshop Overview

Copilot for Microsoft 365 is an innovative AI-driven assistant designed to enhance your productivity in creating, communicating, and collaborating. It excels at generating high-quality content, summarizing information, proposing actions, and improving your proficiency across Microsoft 365 applications. Copilot for Microsoft 365 leverages your organization's data and context while reflecting on responsible AI principles to maintain trust and privacy.

The Copilot for Microsoft 365 Workshop is a 4 steps activity designed to help you evaluate the benefits of Copilot for Microsoft 365, understand how it can align to your needs, explore potential solutions, and develop a plan to implement Copilot for Microsoft 365 scenarios within your organization.

What are the advantages and outputs of the workshop?

- You will learn the fundamentals of Copilot for Microsoft 365, understanding how it can enhance your productivity and collaboration. We'll explore the key features and capabilities, showcasing how it can generate content, summarize information, and suggest actions.
- By participating in the workshop, you will gain insights into how Copilot for Microsoft 365 can be tailored to meet your specific needs for enhanced collaboration and productivity. This understanding will enable you to effectively implement and leverage Copilot within your organization.
- The outcome of the workshop is a comprehensive plan tailored to implement Copilot for Microsoft 365 within your organization. This plan will outline the necessary steps to integrate and utilize the tool to meet your specific needs.
- You will explore opportunities for value-added scenarios with Copilot for Microsoft 365 through Copilot Studio, Copilot for Service, and Copilot for Sales.
- You will be given access to resources, best practices, and community support to help you succeed with Copilot for Microsoft 365.

What is the workshop agenda?

- Copilot for Microsoft 365 Workshop Kick-Off meeting
- Optimization Assessment Review and Principles
- AI-Powered Processes
- Responsible AI
- Copilot for Microsoft 365 Overview
- Needs definition and prioritization – understanding the impact on the existing processes and ways for improvement
- Scenario Analysis and Prioritization
- Report and Recommendations

Optional Topics :

- Copilot Extensibility Overview
- Copilot Studio Overview w/ Demo
- Copilot for Service Overview w/ Demo
- Copilot for Sales Overview w/ Demo

Workshop Deliverables:

- ✓ Identify the key stakeholders necessary for the successful deployment and adoption of Copilot for Microsoft 365.
- ✓ Assess your current readiness and receive tailored guidance for optimizing the deployment of Copilot for Microsoft 365.
- ✓ Gain a thorough understanding of how Copilot for Microsoft 365 functions, including its capabilities and features.
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- ✓ Discover key personas who will serve as pilot users, selected based on specific business challenges.
- ✓ Receive a detailed summary of prioritized scenarios and steps for getting started with Copilot for Microsoft 365.
- ✓ Develop an overall plan for conducting a pilot of Copilot for Microsoft 365, including next steps and identified risks to adoption and ROI.