

Service Offering

M365 Copilot & Prompt Training

The Challenge

AI tools are changing rapidly — and teams that delay adoption fall further behind with each passing month. Many organizations have Microsoft 365 Copilot available to their users but see little real-world impact: employees aren't sure how to prompt it effectively, don't know which scenarios are actually worth their time, or have concerns about data security.

Getting started doesn't require months of planning. It requires the right foundation — hands-on training that builds confidence, practical skills, and a clear picture of what Copilot can actually do for your team.

The Offering

Avantiico's **M365 Copilot & Prompt Training** is a focused, one-day engagement — delivered remotely or on-site — designed to give your team the skills and confidence to use Microsoft Copilot effectively from day one.

WHAT YOUR TEAM WILL LEARN

- **Prompt Training** — How to interact with AI to get meaningful, accurate results. Understand enough about how AI models work to ask questions confidently and verify answers.
- **Copilot in Outlook** — Draft, summarize, and respond to emails faster without sacrificing quality or tone.
- **Copilot in Word** — Generate and refine documents, proposals, and reports with AI assistance.
- **Copilot in Teams** — Summarize meetings, surface action items, and catch up on missed conversations instantly.
- **Copilot in Excel** — Analyze data, generate insights, and build formulas without being a spreadsheet expert.
- **Copilot in PowerPoint** — Build slide decks faster and more effectively with AI-powered content and design suggestions.
- **Security & Trust** — Direct answers to "Is my data secure?" and "Are my prompts training Microsoft's models?"

FREESTYLE SESSION

Participants bring their own real-world scenarios and data. Avantiico's expert works alongside your team to apply Copilot to problems that actually matter to your organization.

THE ENGAGEMENT

- Format:** Remote or In-Person
 - Duration:** 1 full day (or 2 half-days)
 - Investment:** \$4,000 + travel if on-site
 - Class Size:** Up to 15 participants
- Designed for organizations who have M365 Copilot licenses in place and want their teams to start using them with real confidence — not marketing fluff.

COPILOTS COVERED

- Microsoft Copilot in Outlook
- Microsoft Copilot in Word
- Microsoft Copilot in Teams
- Microsoft Copilot in Excel
- Microsoft Copilot in PowerPoint

AVANTIICO PROVIDES

- Full training deck & documentation
- Proven use cases with multi-layer prompts
- Live demonstrations of each Copilot
- Freestyle assisted session with your data
- Post-training reference materials

1 Day

Full team trained
remote or on-site

5

M365 Copilots covered
with live demos

\$4,000

Fixed fee — no
hidden costs

Zero

fluff — real use cases
that move the needle

Training Methodology

Every session follows a structured arc designed to build understanding before application — and leave participants with the context to keep improving after the day is done.

- **Introduction** — How does Copilot actually work? Grounding in the fundamentals of AI models, so prompting decisions are made with understanding, not guesswork.
- **Live Demonstrations** — Concrete, real-world examples of each M365 Copilot shown in action before participants try them.
- **Dedicated Sessions per Copilot** — Structured, hands-on time in Outlook, Word, Teams, Excel, and PowerPoint with proven prompt sequences.
- **Freestyle Session** — Participants work on their own scenarios with Avantiico guidance. Bring your data, your documents, your questions.
- **Wrap-Up & Deeper Dive** — Return to "How does it work?" with a richer lens: now that you've seen it in action, how does this add value to your specific role and workflow?

Deliverables

TANGIBLE

- Full training deck provided to all participants
- Documented training content for future reference
- Specific, proven Copilot use cases with multi-layer prompt examples
- Use cases drawn from prior organizations with demonstrated value

INTANGIBLE

- Confidence in using Copilot and AI tools day-to-day
- Clear understanding of AI capabilities and limitations
- Prompt maturity — knowing how to ask AI the right way
- A foundation for ideating further AI use cases across the organization

Investment & Requirements

FIXED FEE

\$4,000

One full-day session (8 hrs)
— or two half-days (4 hrs each)
+ travel expenses if on-site
Up to 15 participants

CUSTOMER COMMITMENT

- Appropriate M365 Copilot licenses — Copilot for Microsoft 365 or M365 E3, E5, E7
- 8 hours of participants' time (full day or split across two half-days)
- Bring real scenarios and data to make the freestyle session as valuable as possible

The sooner your team builds a foundation with AI tools, the better positioned they'll be to take advantage of what comes next. This one-day investment gives your people the skills, confidence, and context to use M365 Copilot in ways that actually change how they work.

Ready to Get Started?

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Contact Avantiico to Schedule Your Training Session

Contact Us