



CHANGE CHAMPIONS
MAKE CHANGE BETTER

M I C R O S O F T M A R K E T P L A C E O F F E R I N G

Microsoft 365 & Copilot Training Services

Kickstart your Copilot adoption journey and empower your people with training that drives measurable productivity gains.

We help organizations manage change better.

Change Champions is a boutique consulting firm specialized in Microsoft 365 and Copilot adoption. We combine change management discipline with deep technical expertise to help your people unlock the full value of their Microsoft investment.

Our training services are designed around outcomes — not features — and tailored to your organization, your roles, and your real workflows.



Microsoft Partner

Solutions Partner for Modern Work



Certified Trainers

Microsoft 365 & Copilot experts



Adoption Focus

Change management methodology



Measurable Results

Outcomes tracking on every session

Your Copilot license is the start — adoption is what unlocks the ROI.

70%

**of digital
transformations fail**

due to people-side challenges, not
technology.

11 hrs

saved per user, per week

by trained Copilot users (Microsoft
Work Trend Index).

3-5x

higher adoption rates

when training is paired with
structured change management.

A proven three-step model for Copilot enablement

We combine instructor-led training with self-guided learning so every employee builds confidence at their own pace.

01



Discovery

- Understand your needs and tech configuration
- Identify target roles and use cases
- Define focus areas and success metrics

02



Training Sessions

- Engaging practice exercises
- Live interaction with expert trainers
- Follow-up materials to reinforce learning

03



Learning Platform

- Customized, on-demand learning portal
- Bite-sized videos and PDF resources
- Polls tailored to your organization

Three flexible formats to fit your audience

Each format is available in-person or virtually, and can be tailored to your roles, language preferences, and tools.



"Show-Me" Sessions

45-60 MIN + Q&A

 20-150 attendees

Live, demo-led webinars introducing core Copilot capabilities with practical examples and Q&A. Ideal for awareness and broad enablement.



"Let-Me-Try" Workshops

90 MIN + Q&A

 1-25 attendees

Hands-on, instructor-led workshops where participants practice prompts and real-world scenarios with expert guidance.



Prompt-a-Thon

4 HOURS

 1-25 attendees

Facilitated working session where participants collaborate to build, refine, and share prompts tied to real business scenarios.

Five categories. Dozens of topics.

From executive alignment to hands-on workflows, our catalog is built to meet every audience in your organization.



Alignment & Sponsorship

Executive briefings, IT enablement, Champions onboarding



Foundational

Meet Copilot, prompt engineering, agents in action



Productivity

Outlook, Excel, Word, PowerPoint, Teams workflows



Role-Based

HR, Legal, Sales, Marketing, Safety, Project Mgmt



Adoption Challenges

Prompt-a-Thons, Agent-a-Thons, submission challenges

Foundational & Productivity training

Build a strong baseline, then scale to everyday Copilot workflows across the apps your teams use most.

FOUNDATIONAL

- ✓ **Meet M365 Copilot**
Shared baseline: what Copilot is, where it shows up, core prompt patterns.
- ✓ **Go Further with Copilot**
Cross-app workflows, recurring habits, deeper Outlook/Teams/Excel examples.
- ✓ **Prompt Engineering Masterclass**
A consistent framework for high-quality, reusable prompts.
- ✓ **Copilot Agents in Action**
Built-in agents: Researcher, Analyst, Writing Coach, Cowork, Project Manager, Facilitator, and more.

PRODUCTIVITY

- ✓ **Spend Less Time in Your Inbox**
Copilot in Outlook: summarize, draft, schedule, and follow up.
- ✓ **Analyze Large Data with Excel**
Insights, summaries, trends, and visualization using Copilot.
- ✓ **Collaborate with Word & Pages**
Draft, iterate, and co-create using Copilot Pages and shared sources.
- ✓ **Run Better Meetings in Teams**
Before, during, and after the meeting: recaps, decisions, actions.

Copilot training tailored to the way each team works

Each role-based workshop uses real workflows and prompts so participants apply Copilot to the actual work they do every day.



Human Resources

Job descriptions, policy summaries, employee comms, performance inputs.



Legal

Summarize agreements, compare drafts, extract clauses, structure matters.



Marketing

Briefs, emails, presentations, and social content with on-brand polish.



Sales

Account research, customer recaps, outreach drafts, sales prep.



Safety

Incident summaries, safety analytics, consistent reporting and comms.



Project Managers

Plans, recaps, risks, status updates, day-to-day execution in Planner & Teams.

What your organization gets

Tangible outcomes, measured throughout the engagement.



Faster time-to-value

Move users from license activation to confident daily use in weeks, not months.



Better prompts, better output

Reusable prompt patterns tied to your real workflows and data.



Higher Copilot satisfaction

Employees see Copilot as a genuine productivity boost — not another tool.



Measurable adoption

Outcomes tracking, completion metrics, and follow-up reinforcement.

WHY CHANGE CHAMPIONS

Training built by change managers, not just trainers.

Every session is anchored in change-management discipline so learning translates to behavior change — and behavior change translates to ROI on your Microsoft 365 and Copilot investment.



READY TO GET STARTED?

Let's kickstart your Copilot adoption journey.

Reach out for a no-cost discovery conversation. We'll align on goals, audiences, and the right mix of sessions for your team.

 info@changechampionsconsulting.com

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