

 **Microsoft**
Solutions Partner
Data & AI
Azure

 **Microsoft**
Solutions Partner
Infrastructure
Azure

 **Microsoft**
Solutions Partner
Digital & App Innovation
Azure

 **Microsoft**
Solutions Partner
Security

 **Microsoft**
Solutions Partner
Modern Work



CoPilot 365 1-Day Workshop



Overview

Unlock the full potential of Microsoft 365 Copilot with our **1-day hands-on workshop** designed to accelerate your organization's AI transformation. As a certified **Microsoft Managed Service Provider (MSP)** and **Systems Integrator (SI)**, we help you move beyond theory to real-world impact, enabling your teams to **work smarter, automate routine tasks, and boost productivity** with Copilot across Word, Excel, Outlook, Teams, PowerPoint, and more.

Who This Workshop Is For

- Organizations exploring **Copilot for Microsoft 365** adoption.
- IT and business leaders seeking to **understand Copilot capabilities, deployment, and governance**.
- Teams aiming to **accelerate user readiness** and maximize ROI from AI investments.

Workshop Agenda (1 Day)

1. Copilot Foundations (1 hour)

- Introduction to Microsoft 365 Copilot: capabilities, licensing, and requirements
- Overview of AI readiness: security, compliance, and governance considerations
- Success stories and best practices

2. Business Use Case Discovery (2 hours)

- Interactive discussion to identify top productivity challenges
- Map Copilot features to your real-world scenarios
- Prioritize high-impact use cases for different departments (Sales, HR, Finance, etc.)

3. Hands-On Experience (2 hours)

- Guided demos across Word, Excel, PowerPoint, Outlook, and Teams
- Create prompts and workflows tailored to your business needs
- Best practices for prompt engineering and user adoption

4. Roadmap & Next Steps (1 hour)

- Technical readiness checklist and deployment plan
- Licensing and integration recommendations
- Adoption strategy and change management planning

Workshop Deliverables

At the end of this workshop, you will receive:

- A tailored **Copilot Adoption Plan** and use case playbook
- **Readiness assessment report** with next-step recommendations
- **Prompting guide** and best practices for your users
- (Optional) Proposal for a phased deployment engagement

Why Choose DEX?

- **Certified Microsoft Solutions Partner** with deep expertise in Microsoft 365 and AI solutions
- Proven track record in Copilot readiness, deployment, and adoption services
- Experienced change management and enablement specialists focused on end-user success

For more information, contact us:

Sales@direct-ex.co.il