



Copilot for Microsoft 365 Workshop



Copilot for Microsoft 365 Workshop

Designed as a three-phase workshop, the Copilot for Microsoft 365 Workshop helps customers assess their needs, prioritize Copilot scenarios, and define an actionable roadmap.

Customer Audience

Senior BDMs, Managers, End Users, LOB Leaders, ITDMs

Partner Participants

Architects, User Experience Leads



Assess



Define scope, identify business stakeholders, and gather information on key business scenarios. Complete and review readiness assessment and guidance.

Art of the Possible



Showcase the intelligence added to employee experiences by unleashing creativity, unlocking productivity, and leveling up skills (included in the demos).

Build the Plan



Develop a plan to implement recommendations based on prioritized scenarios. Define next steps and timeline to develop and implement the solution.

Art of the Possible



Goal

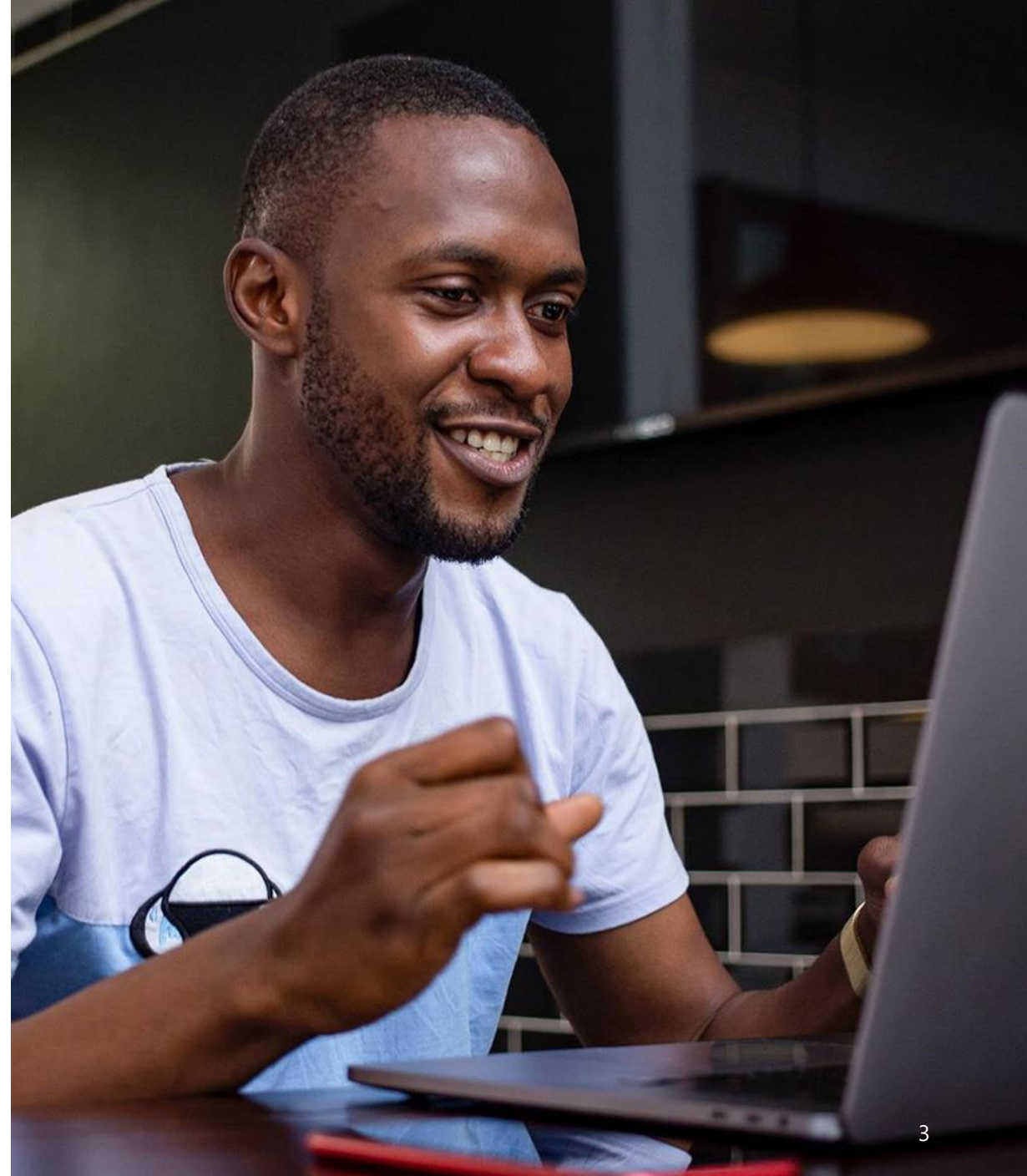
Deliver Copilot for Microsoft 365 to leverage organizational data to add intelligence to the workforce.

Scope

The Art of the Possible for Copilot for Microsoft 365 is a combination of presentations and demos that will educate and excite your organization on how to transform the employee experience with artificial intelligence integrated into Microsoft 365.

We will achieve this in the following sessions:

- AI-powered organization
- Responsible AI
- Copilot for Microsoft 365 Overview
- Unleash creativity
- Unlock productivity
- Uplevel skills
- Better together with Teams Premium and Copilot in Teams
- Copilot for Microsoft 365 Extensibility
- Copilot for Microsoft 365 personas





Copilot for Microsoft 365 Workshop agenda

Art of the Possible Core Modules

Session	Description	Outcome	Customer Attendees	Time
Art of the Possible Kick-Off	This session will begin the Art of the Possible portion of the workshop. Required sessions as well as the agreed-upon optional sessions will be listed here.	Set the agenda and schedule for the Art of the Possible phase.	Project Lead Project Manager	15 minutes
AI-Powered Organization	The objective is to reiterate the trends identified in Microsoft's Work Trend Index Annual Report. Key topics to cover are: <ul style="list-style-type: none"> The components of an AI-powered organization Why organizations need to invest in AI-driven solutions to stay competitive Why workers need to develop new skills to take advantage of the opportunities AI presents 	Deepen your customer's understanding of the most recent work trends surrounding AI.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	10 minutes
Responsible AI	This section serves as a guide for how to approach external marketing communications based on terminology, tone, and Microsoft's approach to responsible AI. The goal of this presentation is to cover: <ul style="list-style-type: none"> Why responsible AI matters and the potential AI has for today and tomorrow Microsoft's approach to responsible AI Examples of responsible AI in action along with applicable key learnings 	Deepen your customer's understanding of Microsoft's approach to responsible AI.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	10 minutes
Copilot for Microsoft 365 Overview	The objective is to provide an overview of Copilot for Microsoft 365 by discussing: <ul style="list-style-type: none"> Natural Language The value of accessing business content in the business context Microsoft's comprehensive approach to security How Copilot is embedded across Microsoft 365 apps 	Deepen your customer's understanding of the underlying components of Copilot for Microsoft 365. Emphasize that Copilot's output is grounded in business data and context.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	10 minutes



Copilot for Microsoft 365 Workshop agenda

Art of the Possible Core Modules *continued*

Session	Description	Outcome	Customer Attendees	Time
Unleash Creativity	<p>The objective is to demonstrate how Copilot for Microsoft 365 unleashes creativity. In this section, discuss the following topics:</p> <ul style="list-style-type: none"> • Copilot in Word • Copilot in PowerPoint • Copilot in Excel 	Demonstrate to your customer how Copilot increases employee creativity, highlighting the practical applications of Copilot in Word, PowerPoint, and Excel.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	15 minutes
Unlock Productivity	<p>The objective is to demonstrate how Copilot for Microsoft 365 unlocks productivity. In this section, discuss the following topics:</p> <ul style="list-style-type: none"> • Copilot in Outlook • Copilot in Teams Meetings • Copilot in Teams Chat & Loop (optional) 	Demonstrate to your customer how Copilot increases employee productivity, highlighting the practical applications of Copilot in Outlook, Teams Meetings, Teams Chat & Loop, Power Automate, and Viva Sales.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	15 minutes
Uplevel Skills	<p>The objective is to demonstrate how Copilot uplevels skills. In this section, discuss the following topics:</p> <ul style="list-style-type: none"> • Copilot • Client meeting in Copilot • Strategy in Copilot • Status update in Microsoft 365 Chat 	Demonstrate to your customer how Copilot can be used to increase employee skills, highlighting the practical applications of Copilot.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	10 minutes



Copilot for Microsoft 365 Workshop agenda

Art of the Possible Core Modules *continued*

Session	Description	Outcome	Customer Attendees	Time
Better Together	<p>The objective is to demonstrate the better together story for Copilot in Teams and Teams Premium. In this section, discuss the following topics:</p> <ul style="list-style-type: none"> • Advanced AI in Microsoft Teams • Deciding when to use Intelligent Recap versus Copilot in Teams • Traditional methods for completing tasks versus new approaches using advanced AI in Microsoft Teams • Copilot in Teams and Teams Premium better together story 	Show your customer new ways to complete tasks. Help customers understand which AI product to use in Teams and when to leverage both together.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	15 minutes
Copilot for Microsoft 365 Extensibilities	<p>The objective is to demonstrate the Copilot for Microsoft 365 Extensibility story, we will discuss the following topics:</p> <ul style="list-style-type: none"> • Microsoft 365 Plugins • Third-Party Plugins 	Demonstrate to your customer Copilot for Microsoft 365 extensibility abilities and the power of integration into line of business apps.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	20 minutes
Copilot for Microsoft 365 Personas	<p>The objective is to explore a "Day in the Life" for the following Copilot for Microsoft 365 Personas:</p> <ul style="list-style-type: none"> • HR Manager, Seller, Marketing Professional, Finance Manager, and IT Lead 	Share the practical uses of Copilot for Microsoft 365 for key personas. Plant seeds for a future scenario discovery workshop.	Executive Sponsor, LOB Leaders, Project Mgr, ITDM	20 minutes