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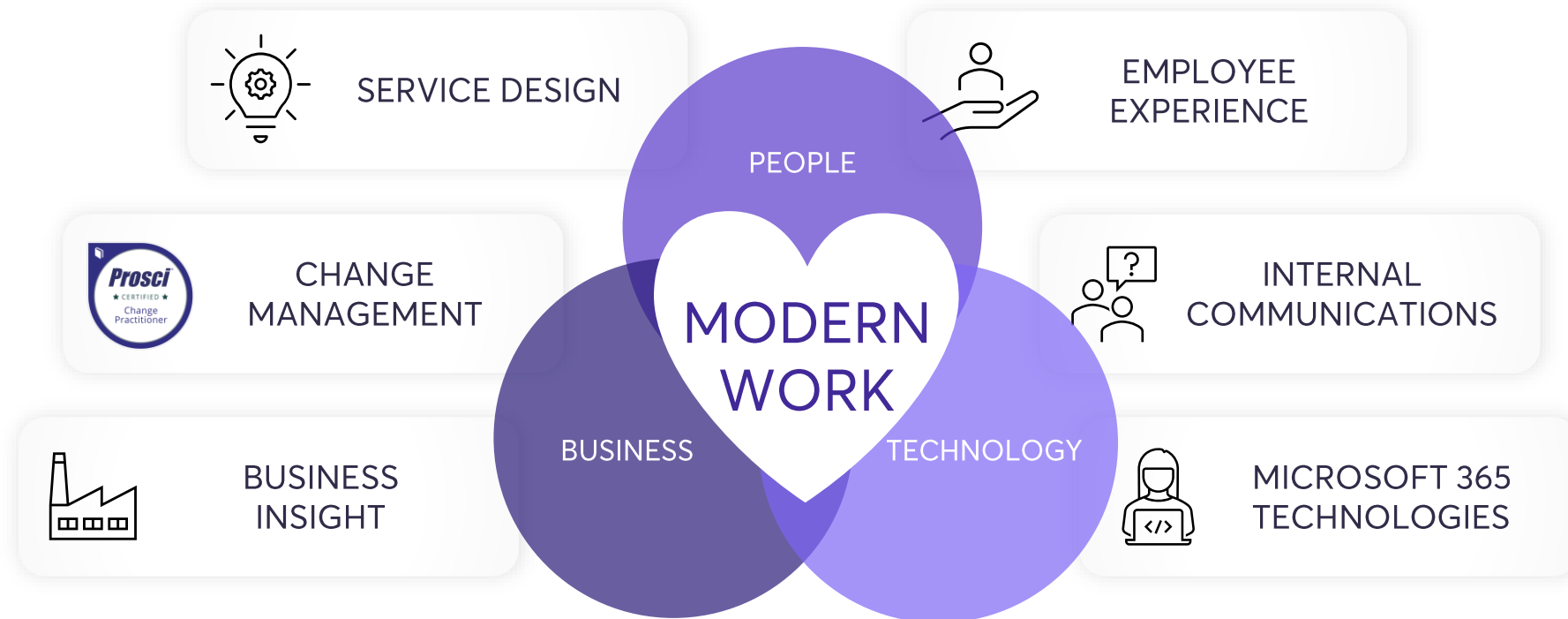
Modern work with Copilot

Hands-on training for a team or a role

Meltlake Modern Work^o

Microsoft
Solutions Partner
Modern Work

Specialist
Adoption and Change
Management



Hands-on Copilot training for a team or a role



What

Half-day or full-day hands-on live training for a team, business unit, or chosen role, such as the communications team, HR business partners, or project team.

Training suits any skill level, with or without previous Copilot / generative AI experience.

The focus is to inspire and engage attendees via discussion and concrete exercises.



How

The content and exercises in this training are tailored to meet the team's unique needs, making it directly applicable to their work.




- How generative AI changes the ways we work
- What's in it for me?
- Copilot
- Prompt engineering
- Hands-on exercises
- Use case discovery
- Sharing is caring



Outcome

The attendees understand the possibilities and responsibilities generative AI and Copilot bring to their line of work. They possess the skills to generate effective prompts and have experimented with Copilot using their materials in their work environment. They are excited to continue using Copilot in their work. The team has a mutual understanding of how they will share knowledge and ideas in the future.

Example: A full-day training for Copilot for Microsoft 365

 Time	 Activity	 Content
30 minutes	Planning meeting with Teams	<ul style="list-style-type: none"> • Agenda for the day • Focus areas
8:30-9:00	Breakfast 🍳	
9:00-9:15	Welcome!	<ul style="list-style-type: none"> • Roundtable: Introductions • Focus areas and hopes for the day
9:15-9:45	AI – a whole new way of working	<ul style="list-style-type: none"> • Introduction to new ways of working with Copilot for Microsoft 365 • A short glimpse to <u>responsible AI</u> and <u>copyright</u> principles.
9:45-10:15	Art of prompting	<ul style="list-style-type: none"> • Learn the basics of prompting and brush your skills with exercises!
10:15-11:00	Art of possible: Copilot in browser	<ul style="list-style-type: none"> • Theory, demo, exercise
11:00-12:00	Lunch 🍽️	
12:00-13:00	Art of possible: Copilot in Word and PowerPoint	<ul style="list-style-type: none"> • Theory, demo, exercise
13:00-13:30	Art of possible: Copilot in Teams and meetings	<ul style="list-style-type: none"> • Theory, demo, exercise
13:30-14:00	Art of possible: Copilot in Outlook	<ul style="list-style-type: none"> • Theory, demo, exercise
14:00-14:15	Break ☕	
14:15-15:00	Use case discovery	<ul style="list-style-type: none"> • Exercise: How can AI help me already today? • Discussion: Integrations and plugins
15:00-15:30	Knowledge sharing practices	<ul style="list-style-type: none"> • Agree on principles
30 minutes	Follo-up meeting with Teams	<ul style="list-style-type: none"> • Open questions • Next steps

LIVE EVENT