

# Microsoft 365 Copilot Readiness



4-week track

## WEEK 1



## WEEK 2



## WEEK 3



## WEEK 4



## CLOSURE

### INTRODUCTION TO M365 COPILOT

- Overview of Microsoft 365 Copilot and capabilities
- Understanding the importance of governance for optimizing Microsoft 365 Copilot usage
- Identifying governance areas for improvement to ensure Copilot's optimal functioning

### COPILOT INTEGRATION & GOVERNANCE

- Configuring Copilot's integration with Microsoft 365 applications
- Establishing a governance framework for Copilot deployment and usage
- Identifying potential governance risks associated with Copilot

### COPILOT USE CASES AND SCENARIOS

- Using Copilot to enhance writing, editing, and research tasks
- Automating repetitive tasks and improving efficiency
- Facilitating teamwork and knowledge sharing through Copilot

### COPILOT ADOPTION AND OPTIMIZATION

- Empowering employees with Copilot training
- Continuously evaluating and refining Copilot usage
- Identifying opportunities to further enhance productivity and efficiency

### KEY OUTCOMES

- Participants gain enhanced understanding of Copilot governance principles and strategies
- Established governance framework for Copilot implementation and usage
- Seamless Copilot integration with Microsoft 365

