



Microsoft 365 Copilot Workplace Productivity Course

Microsoft 365 Copilot Workplace Productivity Course

Overview

Microsoft 365 Copilot Workplace Productivity Course is a five-day intermediate course for business professionals, team leaders, analysts, project teams, administrators, and knowledge workers using Microsoft 365, who leave with a Role-Based Copilot Productivity Playbook. Participants build Microsoft 365 Copilot workplace productivity through grounded prompts, app workflows, output review, data protection, and adoption planning. Agile Leaders Training Center provides training in responsible Microsoft Copilot workplace use.

Who Should Attend

- Teams responsible for drafting, reviewing, and maintaining business documents
- Teams responsible for spreadsheet analysis, reporting, and decision support
- Teams responsible for presentations, stakeholder communication, and meeting follow-up
- Teams responsible for email, calendar, and collaborative work coordination
- Teams responsible for digital adoption, information handling, and workplace controls

The course assumes participants use Microsoft 365 applications in their work and leaves out tenant administration, software development, agent building, model training, and security configuration.

Departments and Industries

The course supports Microsoft Copilot workplace use across corporate services, professional services, technology, finance, healthcare, education, and industrial operations.

- Administration and corporate services
- Finance, analysis, and management reporting
- Projects, operations, and quality teams
- Human resources and learning functions
- Sales, marketing, and customer service
- Healthcare, education, and industrial support functions

Learning Objectives

By the end of this course, participants will be able to:



- Apply a structured prompt method to workplace tasks
- Use Copilot workflows in Word, Excel, PowerPoint, Outlook, and Teams
- Analyze grounding, sources, permissions, and output limitations
- Evaluate generated content for accuracy, relevance, and risk
- Build role-based productivity workflows and review controls
- Prioritize adoption actions in a Copilot Productivity Playbook

Course Agenda

Day 1: Copilot Work Context and Prompting

- Microsoft 365 Copilot Capability and License Map
- Work IQ Grounding and Information Source Canvas
- Goal, Context, Source, and Expectation Prompt Method
- Prompt Iteration and Conversation Refinement Loop
- Workplace Use Case Selection Matrix

Day 2: Documents and Presentations

- Word Draft, Rewrite, and Summary Workflow
- Document Source Referencing and Traceability Check
- PowerPoint Presentation Creation Brief
- Slide Narrative and Supporting Evidence Review
- Business Document Quality Control Checklist

Day 3: Data, Email, and Meetings

- Excel Data Question and Analysis Sequence
- Formula, Insight, and Visualization Verification Sheet
- Outlook Email Draft and Thread Summary Pattern
- Teams Meeting Recap and Action Register
- Cross-Application Business Workflow Map

Day 4: Responsible Use and Adoption

- Microsoft 365 Permission Boundary Review
- Enterprise Data Protection Handling Checklist
- Generated Output Accuracy and Source Review
- Human Decision Authority and Escalation Matrix
- Role-Based Adoption and Performance Measure Plan



Day 5: Copilot Productivity Practice

- Suggested Exercise: Refine a Grounded Workplace Prompt
- Suggested Exercise: Produce and Review a Business Document
- Suggested Exercise: Analyze Data and Verify an Insight
- Suggested Exercise: Convert a Meeting into Follow-Up Actions
- Capstone Exercise: Role-Based Copilot Productivity Playbook

Practical Exercises

The course uses suggested activities to connect Microsoft Copilot techniques with controlled workplace execution.

- Suggested activity: turn a business request into a prompt with a stated goal, context, source, output expectation, and review point
- Suggested activity: create a document or presentation, trace its sources, challenge unsupported statements, and revise the result
- Suggested activity: analyze a spreadsheet question, inspect formulas and visualizations, and record verification evidence
- Suggested activity: assemble a role-based playbook covering workflows, permissions, review, ownership, measures, and escalation

FAQs

Who suits Microsoft 365 Copilot workplace productivity training, and what does it assume?

The course suits professionals who already use Microsoft 365 for documents, data, presentations, email, meetings, or team coordination. It assumes functional application experience but not AI development or tenant administration.

How does Microsoft 365 Copilot workplace productivity training differ from prompt engineering?

Microsoft 365 Copilot workplace productivity training applies prompts inside real office workflows and adds grounding, permissions, source review, data protection, and adoption controls. Prompt engineering courses usually focus more broadly on prompt techniques across AI systems.

How does Microsoft 365 Copilot use workplace information?

Microsoft 365 Copilot can ground responses in work information that a user is permitted to access, as well as attached content and web information. Participants practice choosing sources and checking whether the evidence supports the output.



Why must Microsoft Copilot outputs be reviewed?

Microsoft Copilot outputs may be incomplete, inaccurate, outdated, or insufficiently grounded. Participants apply accuracy, relevance, source, permission, and risk checks before using generated content in business work.

How can teams plan Microsoft Copilot adoption?

Teams can define role-based use cases, owners, information boundaries, review steps, escalation routes, and practical performance measures. The course brings these decisions together in a playbook for controlled adoption.

Conclusion

Participants take back a Role-Based Copilot Productivity Playbook linking prompts, applications, grounding, source checks, permissions, review controls, adoption owners, and performance measures. It creates a repeatable basis for Microsoft 365 Copilot workplace productivity. It keeps business judgment and accountable review with people.



Training Course Categories

Agile PM and Project Management Training Courses

Agribusiness & Food Security Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Data Analytics Training and Data Science Courses

Education and Learning Development Training Courses

Environment & Sustainability Training Courses

Facilities and Real Estate Training Courses

Finance and Accounting Training Courses

Governance, Risk and Compliance Training Courses

Healthcare Management Training Courses

Hospitality and Tourism Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Marketing, Customer Relations, and Sales Courses

Occupational Health, Safety and Security Training Courses

Oil & Gas Training and Other Technical Courses

Personal & Self-Development Training Courses

Quality and Operations Management Training Courses

Quality and Operations Management Training Courses

Secretarial and Administration Training Courses

Shipping, Maritime and Ports Training Courses



Training Cities

Abu Dhabi UAE	Accra Ghana	Al Jubail Saudi Arabia
Amman Jordan	Amsterdam Netherlands	Athens Greece
Baku Azerbaijan	Bali Indonesia	Bangkok Thailand
Barcelona Spain	Berlin Germany	Cairo Egypt
Cape town South Africa	Casablanca Morocco	Chicago USA
Doha Qatar	Dubai UAE	Frankfurt Germany
Geneva Switzerland	Istanbul Turkey	Jakarta Indonesia
Johannesburg South Africa	Kuala Lumpur Malaysia	Kuwait Kuwait
Langkawi Malaysia	Lisbon Portugal	London UK
Madrid Spain	Manama Bahrain	Marbella Spain
Milan Italy	Montreux Switzerland	Munich Germany
Muscat Oman	Nairobi Kenya	New York USA

Training Cities

Nice

France

Paris

France

Phuket

Thailand

Port Louis

Mauritius

Porto

Portugal

Prague

Czech Republic

Riyadh

Saudi Arabia

Rome

Italy

San Diego

USA

Seoul

South Korea

Sharm El-Sheikh

Egypt

Singapore

Singapore

Tashkent

Uzbekistan

Tbilisi

Georgia

Tokyo

Japan

Toronto

Canada

Trabzon

Turkey

Vienna

Austria

Zanzibar

Tanzania

Zoom

Online Training

Zurich

Switzerland