

Microsoft Copilot Workshop

Join our free interactive workshop and learn how to work smarter, faster and with more impact.

Workshops 



Microsoft Copilot is changing how we work, bringing powerful AI capabilities directly into the Microsoft 365 tools your teams already use every day. This hands-on session is designed to show you how to turn Copilot into your personal productivity partner.

From writing documents to analysing data and managing communication, Copilot can help you speed up tasks, improve accuracy, and focus on what matters most.

What you'll learn:

This workshop will walk you through practical, real-world ways to use Copilot across Word, Excel, PowerPoint, Outlook, Teams, and more. You'll gain the skills to boost individual productivity, streamline team workflows, and drive smarter business decisions—without needing advanced technical knowledge

Workshop Details:

Cost:

Free

Format:

Virtual Interactive Session

Duration:

Approximately 2 hours

Eligibility:

Organisations with 25+ Microsoft 365 Users

Included:

Workshop guide and post-session resources

Why It's Worth Your Time:

By the end of the session, you'll understand how to:

- ✓ Save time by completing hours of work in minutes
- ✓ Improve content quality and consistency
- ✓ Solve problems and analyse information more effectively
- ✓ Embed Copilot into your workflow, team by team
- ✓ Prepare your organisation for the AI-powered workplace

Ideal For:

Organisations with **25+ users**

Team leads rolling out Microsoft 365 tools

Professionals managing content, data, or collaboration

Anyone looking to **work faster and make AI part of the daily routine**



Why You Should Attend:

This isn't a sales pitch—it's a focused training session designed to give your team the confidence and clarity they need to start using Copilot with purpose.

Stay Ahead in a Rapidly Changing Workplace:

Copilot brings powerful AI into everyday apps—helping your team move faster and stay competitive.

Reduce Manual Work and Save Valuable Time:

Automate emails, documents, and data entry so your team can focus on high-value work.

Improve the Quality of Business Output:

Copilot helps staff write, analyse, and design better—no expert skills needed.

Enable Department-Specific Productivity Gains:

From HR and sales to marketing and IT, Copilot supports faster, smarter work in every team.

Other Useful Workshops:

Microsoft Viva: Improve employee experience with insights, learning and communication.

Azure Open AI: Use secure, scalable AI to boost productivity and innovation.

Power Automate: Automate tasks and save time with easy to build workflows.

Technology Roadmap: Plan your tech strategy to support business goals.

What to Expect:

Live Demonstrations of Copilot in Microsoft 365:

See how Copilot works in real-time across Word, Excel, PowerPoint, Outlook and Teams—so your team understands the value straight away.



Hands-On Exercises and Guided Practice:

Participants get practical experience using Copilot, applying it to real tasks in a structured environment.



Use Cases for Key Departments:

We explore how Copilot supports daily work in Sales, HR, Marketing, and IT—so everyone walks away with ideas they can use.



Expert Guidance from Certified Microsoft Specialists:

Our team provides clear, practical advice on how to start using Copilot today and plan for wider rollout.

What's Next?

Don't get left behind—see how AI can transform the way your team works. Visit our website to register your interest in our Microsoft Copilot Workshop today.