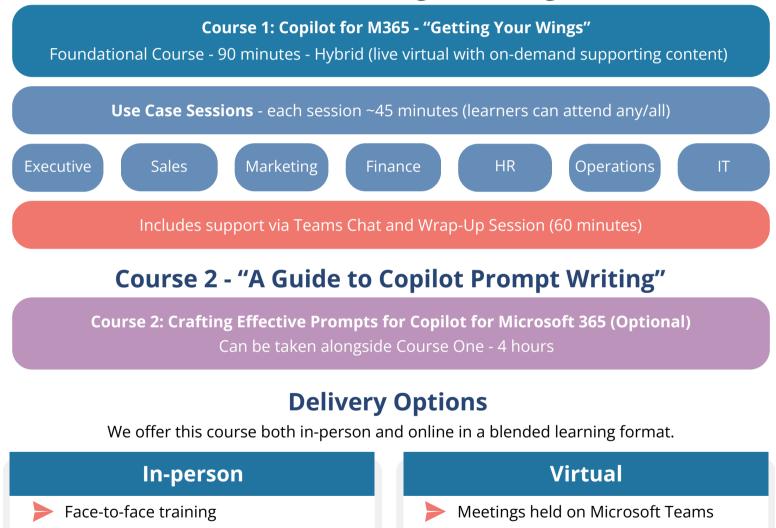# pro·duhk·tiv

COPILOT ACADEMY

A dynamic one-week course designed to empower individuals and businesses with the skills needed to maximize productivity, saving valuable time using **Microsoft Copilot** within the **Microsoft 365 ecosystem.**

Course 1 - "Getting Your Wings"

Course 1: Copilot for M365 - "Getting Your Wings"
Foundational Course - 90 minutes - Hybrid (live virtual with on-demand supporting content)

Use Case Sessions - each session ~45 minutes (learners can attend any/all)

| Executive | Sales | Marketing | Finance | HR | Operations | IT |

Includes support via Teams Chat and Wrap-Up Session (60 minutes)

Course 2 - "A Guide to Copilot Prompt Writing"

Course 2: Crafting Effective Prompts for Copilot for Microsoft 365 (Optional)
Can be taken alongside Course One - 4 hours

Delivery Options

We offer this course both in-person and online in a blended learning format.

In-person

- Face-to-face training
- Personalized assistance and support
- Access to online content
- Traditional classroom setting and interactions

Virtual

- Meetings held on Microsoft Teams
- Support through virtual channels
- Access to online content
- Learners engage online, accessing digital resources

Learn More: produhktiv.com/copilot-academy   or   inquiry@produhktiv.com