

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 365 Copilot**.

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)

Available Use Case Sessions

Each session is approximately 45 minutes (learners attend any/all)

Executive

Sales

Marketing

Finance

HR

Operations

IT

Includes Instructor support all four days

Course End Celebration Session (60 minutes)

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