

Employees integrated Copilot into their daily routines

**40%**

faster when guided by champions.

# Copilot Training: First Flight vs. Copilot Academy

Microsoft 365 Copilot has rapidly become an invaluable tool for modern organizations, enhancing productivity and streamlining workflows. To maximize its potential for our customers, we've designed two training courses: **First Flight** and **Copilot Academy**.

## First Flight vs. Copilot Academy

Both courses are designed to ensure effective Copilot adoption, but they serve different purposes:

**First Flight** aims to provide the first 10 users within your organization with the foundational skills to become Copilot Champions -- encouraging the adoption of Copilot amongst future users.

**Copilot Academy** aims to provide a comprehensive training course for the entire organization, offering detailed, role-based scenario training.

|                | First Flight (3-days)   | Copilot Academy (4-days)  |
|----------------|---|---|
| Course Set-up  | <ul style="list-style-type: none"><li>• Virtual Only</li><li>• Up to 10 learners</li><li>• Kick-Off Session (2 hours)</li><li>• Wrap-Up Discussion (60 mins)</li><li>• Office Hours when available</li><li>• Homework</li></ul>   | <ul style="list-style-type: none"><li>• Virtual or In-person</li><li>• Up to 25 learners</li><li>• Kick-Off Session (90 mins)</li><li>• 3 to 8 role-based sessions</li><li>• Wrap-Up Discussion (60 mins)</li><li>• Dedicated Office Hours</li><li>• Homework</li></ul> |
| Topics Covered | <ul style="list-style-type: none"><li>• Intro to M365 Copilot</li><li>• How M365 Copilot works</li><li>• Responsible AI</li><li>• Copilot in Outlook</li><li>• Copilot in Word</li><li>• Copilot in Teams</li><li>• Copilot in PowerPoint</li><li>• Copilot in Excel</li><li>• Optimizing and Extending Copilot</li></ul> | Everything in First Flight, plus: <ul style="list-style-type: none"><li>• Core Components of Copilot</li><li>• Preparing for Copilot</li><li>• Prompt writing</li><li>• Role-based sessions</li><li>• Additional exercises</li></ul>                                    |