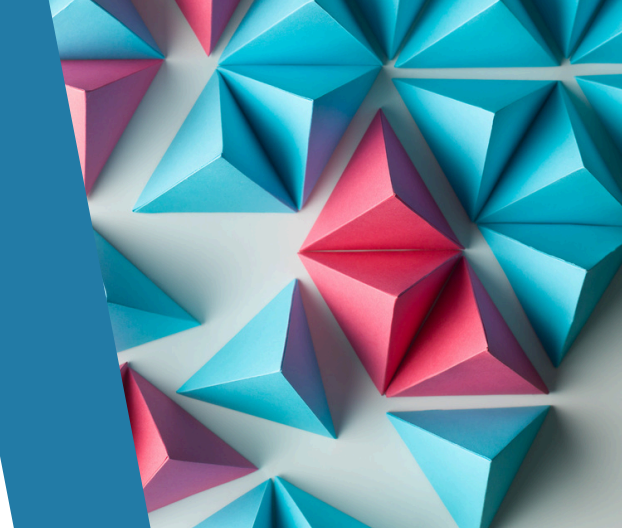


COPILOT ACADEMY

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**.



Getting Your Wings

Introduction to Microsoft 365 Copilot

Foundational Course - 2 hours - Hybrid (live virtual with on-demand supporting content)

Available Use Case Sessions

Each session is approximately 1 hour (learners attend any/all)

Executive

Sales

Marketing

Finance

HR

Operations

IT

Includes Instructor engagement and support all four days (plus post-course support)

Course End Celebration Session (1 hour)

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