

Copilot Academy: Solo

Mastering Microsoft 365 Copilot is essential for maximizing productivity and efficiency in today's digital workplace. Our 2-week hybrid course, **Copilot Academy: Solo**, is designed for individuals and will introduce users to Microsoft 365 Copilot across various Microsoft Apps on our online learning platform.

Why our course?



Taught by expert Microsoft 365 Copilot trainers



Built around real-world scenarios and activities



Designed to work around your busy schedule



Hosted on our state-of-the-art learning platform

Course schedule

The following schedule is based on a two-week period, starting on a Monday and ending on a Friday. Both meetings generally take place on the two Mondays (unless affected by holidays).

Kickoff Meeting

1-hour virtual meeting - Intro to the course & instructors
Begin self-paced learning

Self-paced Learning

Online self-paced learning
Instructor support through platform questions & discussions

Content Review Meeting

1-hour virtual meeting - Q&A with instructors
Continue self-paced learning

Self-paced Learning

Complete online self-paced learning
Content available to view after end-date