

# COPILOT ACADEMY

A dynamic 21-day adoption event 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

Course End Celebration Session (1 hour)

Two weeks of adoption support and encouragement

## 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