pro·duhk·tiv

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 - 3 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	Virtual
➤ Face-to-face training	➤ Meetings held on Microsoft Teams
➤ Personalized assistance and support	➤ Support through virtual channels
➤ Access to online content	➤ Access to online content
➤ Traditional classroom setting and interactions	➤ Learners engage online, accessing digital resources