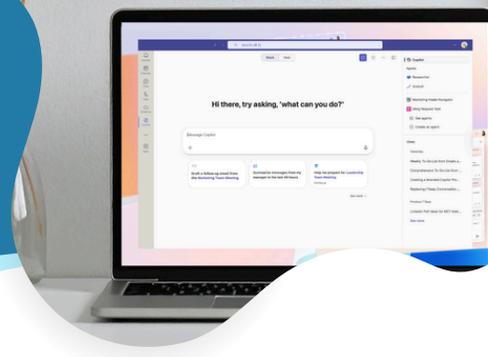


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# Copilot Academy



## Copilot Training with Impact

Copilot Academy is a streamlined, custom-fit adoption experience designed to help your employees confidently adopt Microsoft 365 Copilot quickly, practically, and without disrupting their work week.

*We'll show your users how Copilot fits into everyday work, what's possible with Agents, and where to start to see immediate value.*

## How It Works

One week of live training + One week of In-flight Support

~6 hours of live training

Delivered virtually via **Microsoft Teams**

Always-on **support**

Designed to minimize disruption while maximizing impact. Learners attend an introductory foundation session, choose one or two role-based deep dives, and close the week with Agents, prompting, and key “wow” moments.

## Why Invest

Organizations investing in Microsoft 365 Copilot see the most value when users:

- Understand where Copilot fits into their role
- Feel confident experimenting with Copilot in their daily work
- Learn prompting and best practices that lead to better outcomes

## At-a-Glance Schedule

Throughout the week, we want users actively applying what they've learned to their workday

### Monday

M365 Copilot Foundations  
3-hours

### Tuesday

Two Role-based Sessions  
1-hour each

### Wed/Thurs

Practice at work  
+support

### Friday

Agents, Prompting & Wrap-up  
1.5-hours

### Week 2 - In-flight Support

Adoption Support: Optional Office Hour, shared resources, practice prompts & “things to try”

## Week 1: Training

### Monday

#### Ground School (3 hrs)

- What is Copilot
- How Copilot works across Word, Excel, PowerPoint, Outlook, Teams, and Chat
- Practical workplace use cases learners can apply immediately

### Tuesday

#### Crew Operations (1 hr/session)

- Two role-based sessions picked from the following:
  - Executive, Sales, Marketing, Finance, HR, Operations, IT, Communications, Customer Service, Legal
- Learners attend the session(s) important to their role

### Wed/Thurs

#### Copilot Drills

- Learners work their normal day using Copilot
- Support is available through the Teams chat for questions or issues that arise

### Friday

#### Getting Your Wings (1.5 hrs)

- Introduction to Copilot Agents
- Exploration of prompting techniques that lead to better results
- Sharing of “wow” moments from the week and key takeaways

## Week 2: In-flight Support

This week is designed to reinforce learning without adding pressure, so participation is flexible and self-paced.

### Week-Long

#### Practice Sprint

- Optional office hours for Q&A
- Moderated Teams chat for ongoing support
- “Things to try” prompts shared throughout the week
- Curated resources to reinforce and extend learning