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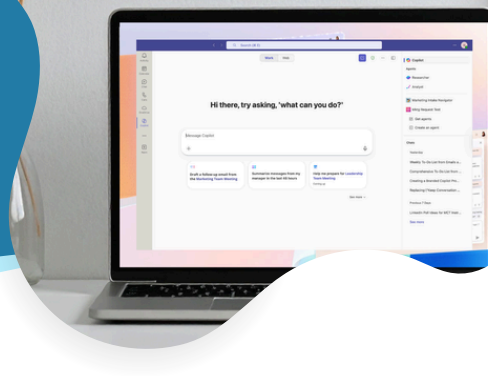
Copilot Academy



Copilot Training with Impact

Copilot Academy is a streamlined, custom-fit adoption experience designed to help your employees confidently adopt Microsoft 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 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	Tuesday	Wed/Thurs	Friday
Copilot Foundations **3-hours**	Two Role-based Sessions **1-hour each**	Practice at work **+support**	Agents, Prompting & Wrap-up **1.5-hours**

Week 2 - In-flight Support

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

A Closer Look

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