Microsoft 365 Copilot Early Adopter Workshop Training

Duration: **3 Day**

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Microsoft 365 Copilot introduces powerful AI capabilities that help professionals work more efficiently and manage information more effectively. Organizations often begin their Copilot journey with a group of early adopters who explore its capabilities and identify best practices.

The **Microsoft 365 Copilot Early Adopter Workshop** is designed to bring these early adopters together in a collaborative workshop environment.

During the workshop participants will:

- share their experiences using Copilot
- discuss challenges encountered during early adoption
- identify productivity best practices
- explore strategies for expanding Copilot usage across the organization

Interactive discussions and exercises help participants understand how Copilot can be integrated into daily workflows.

Prerequisites

Participants should meet the following requirements before attending the workshop:

- Microsoft 365 Copilot licenses must be assigned
- participants should actively use Copilot in their business areas
- basic knowledge of Microsoft 365 services is recommended

Who Should Attend

This workshop is ideal for:

- early adopters of Microsoft 365 Copilot
- professionals integrating Copilot into their daily workflows
- teams promoting Copilot adoption across departments
- business leaders exploring AI-powered productivity tools

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What You Will Learn

By the end of the workshop participants will be able to:

- evaluate early experiences using Microsoft 365 Copilot
- identify challenges and opportunities in Copilot adoption
- develop strategies to increase productivity
- design role-specific use cases
- establish best practices for broader organizational adoption

Training Outline

1. Introduction

The workshop begins with an overview of objectives and expected outcomes.

Topics include:

- workshop objectives
- agenda overview
- expected outcomes

2. Reviewing Microsoft 365 Copilot Usage

Participants review their experiences with Copilot.

Topics include:

- features explored by early adopters
- lessons learned from initial usage
- challenges and benefits observed

3. Best Practices and Continuous Development

This section focuses on improving productivity with Copilot.

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Topics include:

- building daily Copilot habits
- reducing digital workload
- writing effective prompts
- optimizing workflows

4. Use Case Scenarios Across Business Functions

Participants explore how Copilot can be used across departments.

Examples include:

Human Resources

- recruitment support
- onboarding processes
- employee engagement

Marketing

- content creation
- campaign planning
- task automation

Sales

- customer communications
- follow-ups
- reporting and analytics

This session produces documented use cases to support wider adoption.