Microsoft 365 Copilot Chat Reducing Digital Debt Webinars Training

Duration: **1 Day**

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This selection of three 1-hour live webinars are designed to explore the functionality of Microsoft Copilot Chat from a variety of viewpoints.

NOTE: The three webinars can be combined in any configuration to suit your needs. You might choose one of each, repeat the same session, or select any mix that best supports your learning goals.

Prerequisites

There are no prerequisites to attend these webinars. However, familiarity with the core Microsoft365 apps would be beneficial.

Training Outline

Webinar 1: Content creation for communicators using Microsoft Copilot Chat

Target Audience

This 60-minute webinar introduces communicators to Copilot Chat as a tool for drafting, refining, and repurposing content. Whether you're writing blogs, social media posts, newsletters, or presentations, Copilot Chat can help you ideate, structure, and polish your messaging. The session covers prompt engineering, content drafting, repurposing, summarisation, and tone refinement.:

Learning Objectives

By the end of this webinar, learners will be have an understanding of:

- What is Copilot?
- How to interact with Copilot Chat
- Prompt engineering
- Using Copilot Chat:
  - Creating content such as blog posts and announcements
  - Drafting scripts and FAQs
  - Summarising content
  - Storing and sharing content with Copilot Pages

Webinar 2: Organising and managing workload using Microsoft Copilot Chat

Target Audience

This 60-minute webinar explores how Copilot Chat can support personal productivity and workload management. Learn how to use it to plan your day, manage tasks, summarise communications, and stay on top of priorities. The session includes prompt engineering for task management, summarising email threads, creating to-do lists, and simulating a productivity coach.

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- What is Copilot?
- How to interact with Copilot Chat
- Prompt engineering
- Using Copilot Chat:
  - Organising and planning your workload
  - Summarising emails and meetings
  - Managing your productivity
  - Storing and sharing content with Copilot Pages

Webinar 3: Research, analyse, and curate content using Microsoft Copilot Chat

Target Audience

This 60-minute webinar focuses on using Copilot Chat as a research assistant and analytical partner. Learn how to gather insights, explore topics, and analyse qualitative or quantitative data—all through conversational prompts. The session covers prompt engineering for research, comparing viewpoints, analysing pasted data, and using Copilot Chat as a thought partner.

Session outline

- What is Copilot?
- How to interact with Copilot Chat
- Prompt engineering
- Copilot Chat
  - Researching vs. searching – Copilot Chat vs. a regular search engine
  - Using Copilot Chat as a thought partner
  - Analysing data with Copilot Chat
  - Storing and sharing content with Copilot Pages