TeamQuest - The Great Copilot Showdown Training

Duration: **1 Day**

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The Great Microsoft 365 Copilot Showdown is a one-day, gamified team challenge that accelerates AI collaboration and modern prompting mastery.

Delegates step into a **retro-futuristic HQ** battling "**The Fog**" — the behavioural pattern caused by vague prompts, missing context, and human–AI misalignment.
Through six missions, teams build strategic prompting skills that make Copilot and any LLM deliver clearer, sharper, and more reliable outputs.

Fun meets depth — the course is competitive by design, but transformational in content.

Prerequisites

- No technical background required.
- Basic familiarity with AI chat tools and prompts.
- The course develops **strategic prompting capability**, not tool mechanics.

Who Should Attend

Ideal for professionals who:

- Use Copilot, Copilot Chat, ChatGPT, or other AI tools,
- Want to enhance collaboration with AI,
- Seek to move from one-shot prompts to **structured, iterative dialogue**,
- Wish to become confident AI collaborators and co-creators.

What You Will Learn

By the end of the course, learners will be able to:

- Write clear, high-signal prompts that cut through ambiguity
- Guide Copilot with alignment steps and early checks
- Use Copilot as a **coach and thought partner**
- Apply **role prompting** to shape tone and expertise
- Strengthen AI outputs through **iteration, critique, and recursion**
- Recover from drift and misunderstanding with troubleshooting moves
- Build long-term collaboration habits with Copilot

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Training Outline

How it Works

- Teams of up to four works together under time pressure, using Copilot to complete short challenges that build practical, transferable skills.
- Each team is supported by a Learning Buddy — an AI coach that provides guidance, clarification, and challenge without giving away answers.
- All outputs are submitted to a Scoring Buddy, which evaluates demonstration, understanding, and creativity, awarding Microbucks for performance.
- Live leaderboards, timed missions, and optional surprise events create a sense of momentum, competition, and fun throughout the day.

Mission 1 — Clear Signal

- Learn how to give Copilot high-quality instructions by shaping requests with the right amount of clarity and structure for the task.
- Discover when a simple request is enough and when adding a bit more definition unlocks significantly better results.
- Practise turning vague, incomplete asks into clear, usable guidance Copilot can act on reliably.
- Shift from looking for the “best prompt” to choosing the best approach for each situation.

Mission 2 — Linebreak

- Develop the ability to guide and stabilise Copilot as tasks become more detailed or ambiguous.
- Understand how small alignment steps — constraints, clarifiers, and early check-ins — prevent drift and keep outputs on target.
- Apply methods that help Copilot stay focused when interpreting nuance and complexity.
- Adopt the mindset of directing the process rather than reacting to whatever the AI produces.

Mission 3 — Operation Compass

- Learn how to get Copilot to uncover missing information, ask smarter questions, and help you shape the problem before any output is created.
- Treat Copilot as a coach that guides your thinking rather than a tool you simply instruct.
- Use discovery, clarification, and exploration to strengthen the quality of everything that follows.
- Shift from “tell it what to do” to working with AI to understand what’s needed.

Mission 4 — Identity Lock

- Define the roles, viewpoints, and expertise Copilot should adopt so it produces work matched to your audience and purpose.
- Explore how different identities change tone, insight, and usefulness — from analyst to advisor to domain specialist.
- Learn to anchor Copilot’s role and your own so collaboration becomes more predictable and effective.
- Move from generic responses to role-aware, context-sensitive output.

Mission 5 — False Mirror

- Use Copilot as a thinking partner to explore options, challenge assumptions, and uncover perspectives that aren’t immediately obvious
- Reframe challenges, flip vantage points, and test alternative interpretations to expand the quality

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of your ideas.
- Practise using Copilot to simulate conversations and pressure-test your thinking before taking it to stakeholders.
- Shift from asking for answers to co-creating better questions — and better decisions.

Mission 6 — Signal Forge

- Learn how to refine, stress-test, and strengthen Copilot generated work so it becomes accurate, reliable, and ready for real use.
- Practise critiquing outputs, exploring variations, and iterating with purpose to elevate quality.
- Use Copilot to spot risks, gaps, and weaknesses in its own reasoning — and correct them.
- Adopt the mindset that great results come from shaping, improving, and strengthening the output, not accepting the first draft.

Agentic Learning Buddies: A Frontier Learning System

Supporting the live event is our agentic Learning Buddy ecosystem — a set of purpose-built AI agents that deliver consistent micro-coaching, low-drift skills practice, structured scoring, and personalised feedback.

Each Buddy uses a stable, pedagogy-driven interaction pattern:

- Warm, clear, low-drift tone
- Sequenced skills practice
- Short reflective pauses
- Consistent scoring using defined rubrics
- Clean transitions between Learning, Lab, Scoring, and Feedback agents

What Clients Gain

- A confident, capable workforce that understands how to collaborate with AI — not just use it.
- Teams learn how to think with Copilot , guide it, correct it, and elevate its work rather than rely on predefined prompts.
- The course builds practical, future-proof capabilities that support better decision-making, clearer communication, and higher-quality output.
- Participants leave with a shared language and a repeatable approach for working with Copilot effectively across a wide range of tasks.

Participants Leave With

- A complete set of prompting skills covering clarity, alignment, role definition, co-thinking, and iteration
- A repeatable method for designing, improving, and strengthening AI interactions
- Confidence in shaping Copilot behaviour through conversation rather than commands
- A mindset shift from passive use to strategic, collaborative engagement with Copilot

Summary

The Copilot Showdown combines a high-energy gamified experience with a deep, future-proof prompting curriculum and a frontier agentic learning system. It gives teams the skills to communicate clearly, think in partnership with AI, and produce higher-value work — with measurable improvement in a single day.

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Exams and assessments

There are no formal exams in this course. Learners will engage in:

- Interactive scenarios and exercises across Microsoft 365 apps
- Knowledge checks to reinforce key prompt-writing techniques
- Peer discussions and instructor-led feedback sessions

Hands-on learning

This course includes:

- Scenario-based labs for each Microsoft 365 tool
- Guided prompt-writing workshops with real-world challenges
- Instructor-led demonstrations and live feedback sessions
- Opportunities to build a personal prompt library