Microsoft Copilot Chat Essentials - from prompt to productivity Training

Duration: **1 Day**

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Overview

This live 60-minute webinar is designed to help you explore some of the functionality of Microsoft Copilot Chat and to show you how it could benefit you in your normal working day.

Watch to discover how to get more done with less effort using Microsoft Copilot Chat. The webinar introduces you to your AI-powered assistant, designed to help you write, summarise, brainstorm and automate everyday tasks.

Whether you're new to Copilot Chat or already exploring what it can do, you'll learn how to craft effective prompts, use the chat interface confidently, and see real-world examples in action. You'll also have the chance to follow along live and try things out for yourself if you'd like.

This session is ideal for anyone looking to boost productivity, improve communication or simply work smarter using tools they already have access to. No licence required, no setup needed – just join us and see how Copilot Chat can support your day-to-day work.

Notes

Each webinar lasts 60 minutes, with the flexibility to run up to four sessions per day to accommodate teams and shift patterns across different sectors.

Alternatively, this webinar can be arranged as a private event exclusively for your organisation, allowing all participants to benefit from a tailored experience. When booking as a one-company session, you have the flexibility to select from a variety of sectors:

- Healthcare
- Policing
- Legal
- Finance
- Education
- Local government
- Retail

This custom approach maximises relevance and impact, making it ideal for organisations seeking focused development in unlocking the power of Microsoft Copilot Chat.

Prerequisites

No prerequisites are needed to attend. However, having access to the Microsoft 365 suite is beneficial.

Target audience

This course is designed for professionals who want to enhance productivity and collaboration using AI-powered tools. It is particularly relevant for:

- Knowledge workers seeking to streamline tasks and improve efficiency

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- Business professionals exploring secure AI-powered collaboration tools
- Teams looking to adopt Copilot Chat for enterprise-ready workflows