Microsoft 365 Copilot Use Cases Webinars Training

Duration: **1 Day**

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Overview

This live 60-minute hands-off webinar explores the functionality of Microsoft 365 Copilot through various use cases tailored to specific job roles. Attendees will gain insights into how Copilot enhances productivity, streamlines workflows, and supports strategic decision-making. The webinar demonstrates practical applications of Copilot for roles such as executives, finance professionals, HR, IT, legal, marketing, and more.

Key focus areas include prompt engineering, role-specific scenarios, and examples of how Copilot can assist in daily tasks and long-term initiatives.

NOTE: Each webinar is 60 minutes long with the option to deliver up to four events over one day.

Prerequisites

There are no mandatory prerequisites for attending this webinar. However, familiarity with core Microsoft 365 applications (e.g., Word, PowerPoint, Excel, and Teams) is recommended.

Target Audience

This webinar is designed for:

- Professionals across various roles, including executives, HR, IT, marketing, finance, and operations.
- Teams seeking to leverage Microsoft 365 Copilot for productivity and efficiency.
- Organisations aiming to explore tailored use cases for enhancing workflows and collaboration.

What You Will Learn

By the end of this webinar, participants will:

- Understand the core functionalities and potential of Microsoft 365 Copilot.
- Learn how to interact with Copilot and apply prompt engineering techniques.
- Explore specific use cases demonstrating how Copilot supports productivity across different job roles.
- Identify opportunities to integrate Copilot into daily tasks and strategic planning.