

# Microsoft Copilot Chat

## Free Version

## Course Overview

Microsoft Copilot Chat offers professionals a powerful entry point into AI-driven productivity, enabling them to simplify tasks, enhance communication, and streamline daily workflows. By integrating Copilot into everyday operations, participants will discover practical ways to automate routine activities, gain clarity in their work, and approach tasks with greater efficiency.

This workshop equips attendees with the skills to harness Copilot Free Version as a supportive tool for working smarter and staying ahead in a rapidly evolving workplace.

## Program Format

This is a 2-hour program that is delivered virtually via Microsoft Teams

## Course Objectives

By the end of this workshop, participants will gain comprehensive insights into:

- The AI and Copilot Landscape: Understanding how Copilot Free Version supports modern workflows and the evolution of work with AI.
- Prompting with Purpose: Applying best practices for data privacy, prompt engineering, and multi-step prompts to get the best outcomes from AI.
- Daily Applications of Copilot: Using Copilot to compose emails, manage tasks, organise meetings, and streamline communication.
- Practical Use Cases: Exploring hands-on applications for writing, planning, researching, analysing, and designing with AI.

## Course Outcomes

**Participants will also develop hands-on skills to effectively utilise AI in the following applications:**

### Laying the Foundation

- The Evolution of Work with AI
- What is Copilot?
- Data Privacy & AI Best Practices
- Best Practices for Prompt Engineering
- Multi-step Prompts

### A Day in the Life

- Creating Email Summaries
- Composing emails using AI
- Prioritising your task list
- Organising your day
- Meeting preparation
- Using AI for Meeting Notes & Next Steps

### Practice & Applications

- Writing & Reviewing
- Planning & Preparation
- Researching & Analysing
- Creating & Designing



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**Priority Management Australia**  
1300 187 203  
admin@prioritymanagement.com.au  
www.prioritymanagement.com.au