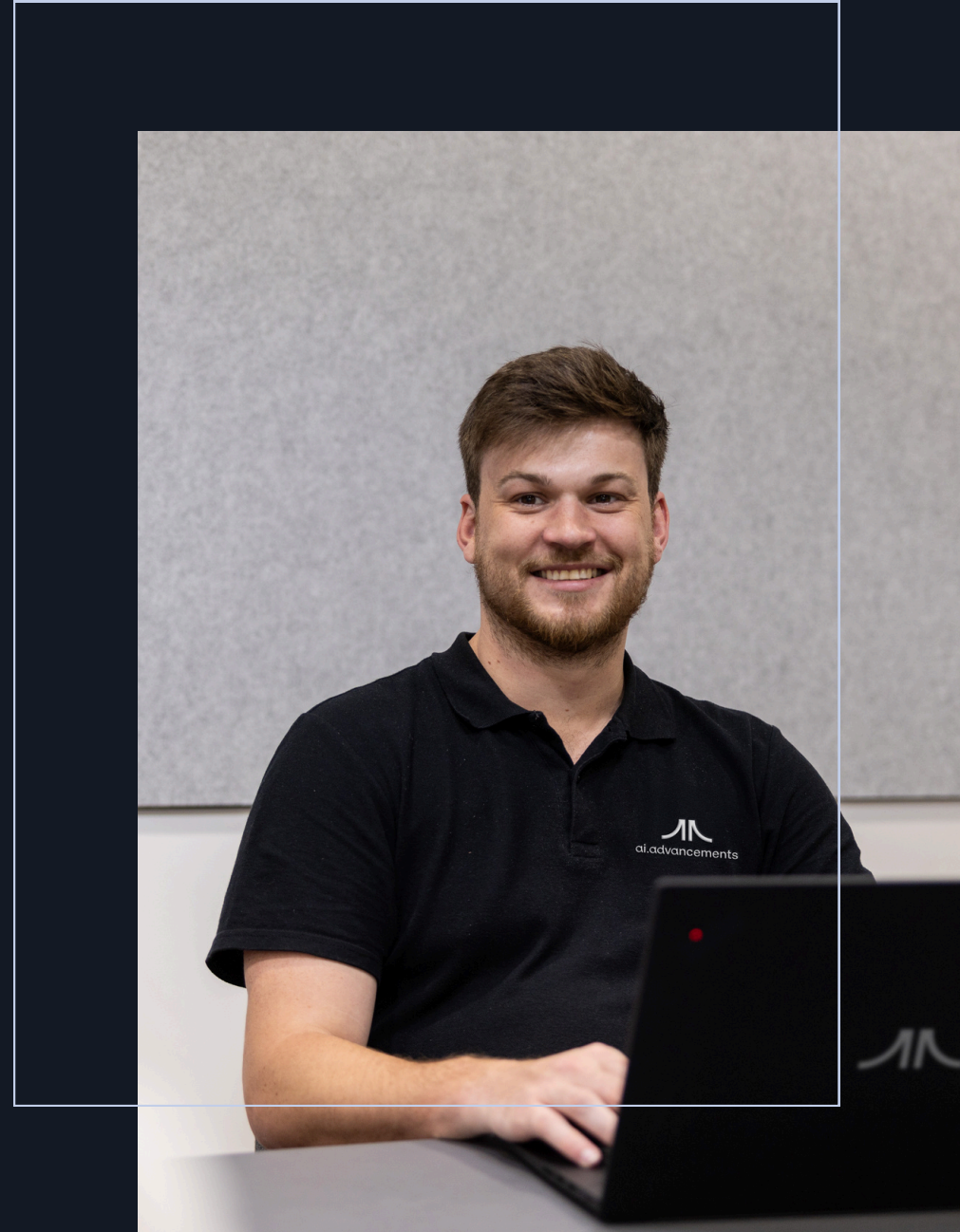


Proposal

Copilot Workshop

Is your team getting
the most out of
Copilot?

Empower your team to get real results with Microsoft 365 Copilot. This workshop shows staff how to use AI agents effectively, with practical, app-specific training for Word, Teams, SharePoint and more.



Workshop Details

 ai.advancements

In-person,
interactive workshop

Cost
\$3,000

Duration
3 hours

Size
1-20 people

Workshop Outline

01 Intro to LLMs

- What is a Large Language Model (LLM)?
- Common mistakes and misconception
- Risks and security
- How to write an effective prompt

03 Copilot Capabilities

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- Microsoft Excel
- OneDrive
- SharePoint

02 M365 Copilot Ecosystem

- What is M365 Copilot?
- M365 Copilot vs Copilot for specific applications
- Providing context with files, emails, meeting notes and more.
- Copilot Web Capabilities
- Prompting techniques and features
- Creating with Copilot: images, infographics, pages and more

04 Copilot Agents

- What are agents?
- Agent store
 - Researcher
 - Analyst
 - Workflows
 - App Builder
- Creating your own agents

Post-Workshop Takeaways

- Understand the M365 Copilot ecosystem.
- Provide Copilot with effective company context.
- Use Copilot's core features across key M365 apps.
- Understand and create simple Copilot agents.

Why Choose us?

 ai.advancements

We're AI consultants with deep technical expertise and industry experience.



Hands-on AI experience

Building and deploying
AI applications



Proven track record

Worked with 40+ companies in
Australia across multiple AI projects



Cutting-edge Knowledge

We stay up to date with the
latest AI trends and tools



Technical foundations

Backgrounds in mathematics,
computer science, and AI research

Let's Get Started

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