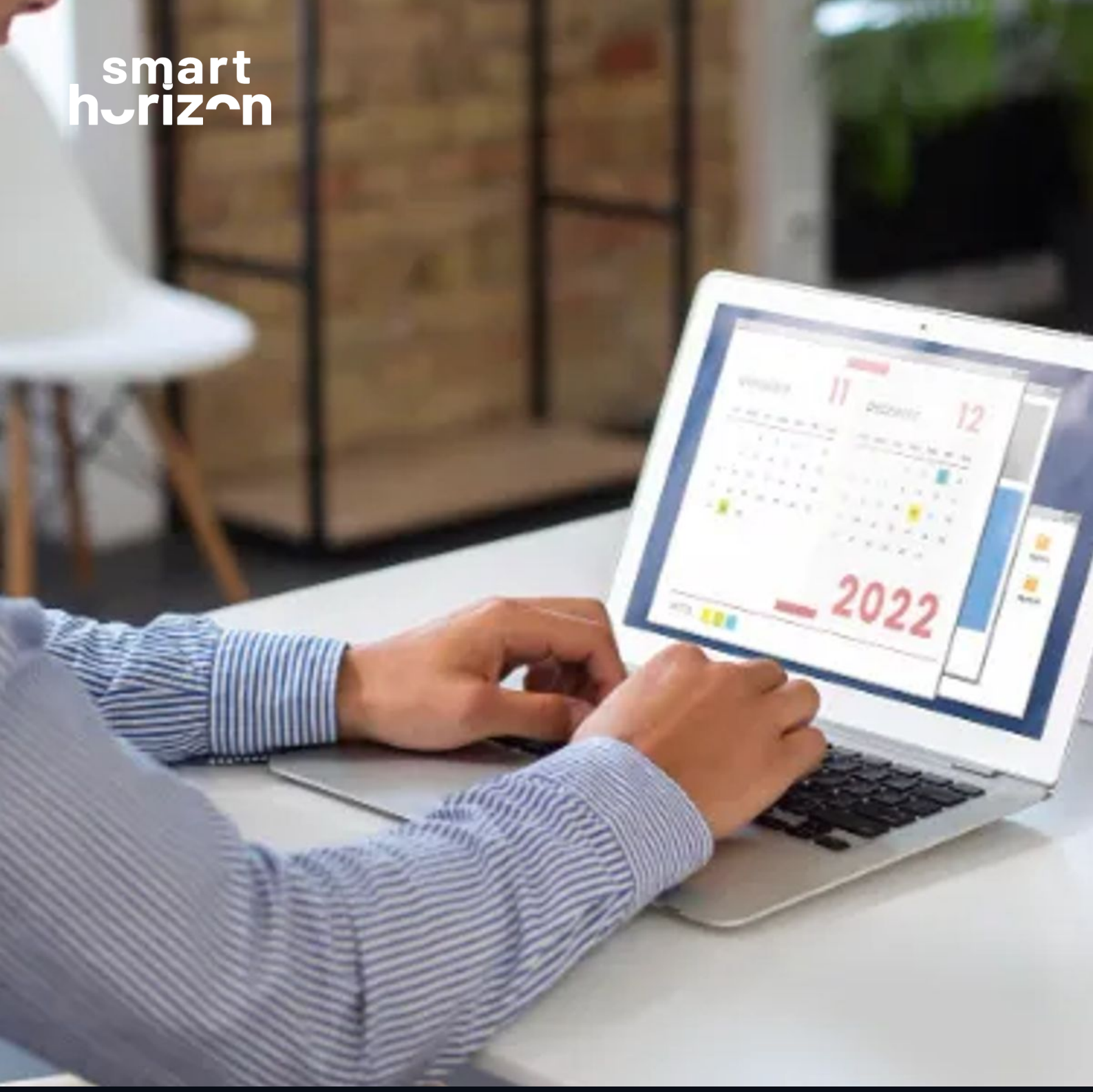


DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

Microsoft Copilot for Business Productivity

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

This course equips professionals with practical skills to leverage Microsoft Copilot for enhancing business productivity. Participants will explore its integration within Microsoft 365 applications, focusing on automating tasks, improving collaboration, and generating insights to drive efficiency and innovation in their organisations.

Many businesses struggle with inefficiencies due to manual processes and fragmented workflows. Microsoft Copilot offers a solution by automating repetitive tasks and enhancing productivity across Microsoft 365 applications. Understanding how to effectively utilise this tool can significantly impact team performance and overall organisational effectiveness. Participants will learn how to implement Copilot in real-world scenarios, enabling them to automate document creation, streamline communication, and extract valuable insights from data. This knowledge is crucial for making informed decisions that enhance business outcomes and drive competitive advantage in a rapidly evolving market.
Engaging with Microsoft Copilot allows professionals to transform their daily operations by reducing the time spent on mundane tasks. Participants will practice integrating Copilot into their workflows, allowing for improved collaboration and efficiency within teams. They will develop capabilities to create automated reports, summarise meetings, and analyse data effectively. By the end of the course, attendees will be equipped to leverage Copilot's features to enhance productivity, foster innovation, and contribute to their organisation's strategic objectives. This practical experience will empower them to implement Copilot solutions that align with their specific business needs.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, practical demonstrations, and scenario-based exercises to build participants' capabilities. Each day includes hands-on activities where participants apply Microsoft Copilot features to solve specific business challenges. For example, they will automate document generation, streamline team communication, and analyse data using Copilot's AI capabilities. Outputs include automated reports, collaborative documents, and data analysis presentations, providing tangible evidence of their learning and application of skills. This approach ensures that participants not only understand the theoretical aspects of Copilot but also gain practical experience in using it to enhance productivity in their roles. Each exercise is designed to reinforce learning and encourage immediate application in their work environments.



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Course objectives

By the end of this course, participants will be able to:
• Demonstrate Copilot's features within Microsoft 365 applications to enhance productivity.
• Automate document creation processes using Copilot to save time and reduce errors.
• Integrate Copilot into team collaboration tools to improve communication efficiency.
• Generate data-driven insights using Copilot to inform business decisions.
• Assess the impact of Copilot on workflow efficiency and team performance.
• Design a project plan incorporating Copilot features to streamline operations.

Target audience

This course is suitable for:
• Business Analysts: Enhance data analysis and reporting capabilities using Copilot.
• Project Managers: Improve project documentation and communication through automation.
• Administrative Professionals: Streamline routine tasks and document management with Copilot.
• IT Professionals: Facilitate the integration of Copilot into existing workflows.

Target competencies

Participants will develop competencies in:
• Utilising Microsoft Copilot for task automation.
• Enhancing collaboration through integrated tools.
• Generating insights from data analysis.
• Improving document management processes.
• Streamlining project workflows with technology.
• Facilitating team communication using digital tools.

Course outline

Day 1: Introduction to Microsoft Copilot

Applied activity: Participants will explore Microsoft Copilot's interface and features, identifying specific tasks they wish to automate in their roles. They will create a detailed list of potential use cases relevant to their work, considering both individual and team applications.
Output: A personalised list of Copilot use cases tailored to individual roles and team needs.

09:00–09:54	Overview of Microsoft Copilot and its capabilities in business contexts.
09:54–10:48	Understanding the integration with Microsoft 365 applications for productivity enhancement.



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10:48–11:00	Identifying specific business productivity challenges Copilot can effectively address.
11:00–11:30	**Coffee break**
11:30–12:12	Identifying specific business productivity challenges Copilot can effectively address. (continued)
12:12–13:06	Exploring examples of successful Copilot implementation in various industries.
13:06–14:00	Setting up Microsoft Copilot for personal and team use.

Day 2: Automating Document Creation

Applied activity: Participants will create a detailed report using Copilot to automate data input and formatting. They will apply templates and content suggestions to enhance the document's quality and ensure it meets organisational standards.
Output: An automated report generated using Microsoft Copilot, demonstrating effective use of templates and AI suggestions.

09:00–09:54	Using Copilot to generate reports and presentations efficiently and accurately.
09:54–10:48	Creating templates for consistent and professional documentation across teams.
10:48–11:00	Leveraging AI for content suggestions and improvements in writing quality.
11:00–11:30	**Coffee break**
11:30–12:12	Leveraging AI for content suggestions and improvements in writing quality. (continued)
12:12–13:06	Integrating Copilot with Word and PowerPoint for enhanced productivity and collaboration.
13:06–14:00	Best practices for establishing automated document workflows to save time.

Day 3: Enhancing Team Collaboration

Applied activity: Participants will use Copilot within Teams to summarise a fictional meeting and generate a follow-up action plan. They will collaborate on a shared document to assign tasks and set deadlines, ensuring clarity and accountability.
Output: A meeting summary and action plan created with Copilot's assistance, ready for team distribution.

09:00–09:54	Integrating Copilot with Microsoft Teams for seamless communication and collaboration.
09:54–10:48	Utilising Copilot for generating meeting summaries and actionable follow-up items.
10:48–11:00	Collaborative document editing with Copilot assistance for team projects and tasks.
11:00–11:30	**Coffee break**



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11:30–12:12	Collaborative document editing with Copilot assistance for team projects and tasks. (continued)
12:12–13:06	Managing tasks and deadlines using Copilot features effectively to improve accountability.
13:06–14:00	Exploring Copilot's role in enhancing remote team dynamics and productivity.

Day 4: Data Analysis and Insights Generation

Applied activity: Participants will analyse a provided dataset using Copilot in Excel, generating visualisations and insights to present to stakeholders. They will create a dashboard summarising key findings and recommendations based on their analysis.
Output: A data analysis report and interactive dashboard created with Copilot, showcasing insights and visualisations.

09:00–09:54	Using Copilot to analyse data in Excel and Power BI effectively and efficiently.
09:54–10:48	Automating data visualisation and reporting processes with Copilot's capabilities.
10:48–11:00	Generating actionable insights from complex datasets with AI assistance.
11:00–11:30	**Coffee break**
11:30–12:12	Generating actionable insights from complex datasets with AI assistance. (continued)
12:12–13:06	Creating interactive dashboards that reflect real-time data for stakeholders and decision-makers.
13:06–14:00	Best practices for data-driven decision making using Copilot to enhance outcomes.

Day 5: Integrated Application of Copilot

Applied activity: Participants will design a comprehensive project plan that incorporates multiple Copilot features across different applications, addressing specific business objectives and workflows. They will present their plans to the group for feedback and discussion.
Output: A comprehensive project plan that integrates Microsoft Copilot features, ready for implementation.

09:00–09:54	Combining Copilot features across Microsoft 365 applications for comprehensive productivity solutions.
09:54–10:48	Developing a detailed project plan using Copilot to streamline workflows and processes.
10:48–11:00	Evaluating the effectiveness of Copilot in improving overall productivity and efficiency.
11:00–11:30	**Coffee break**
11:30–12:12	Evaluating the effectiveness of Copilot in improving overall productivity and efficiency. (continued)
12:12–13:06	Identifying areas for further Copilot integration in business processes and operations.



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13:06–14:00	Preparing for future developments in AI and productivity tools within organisations.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,860.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,840.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.-**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,450.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.-**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**£3,150.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.-**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
Cape Town Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,890.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,820.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,890.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,540.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,820.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Rome Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**£3,150.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online