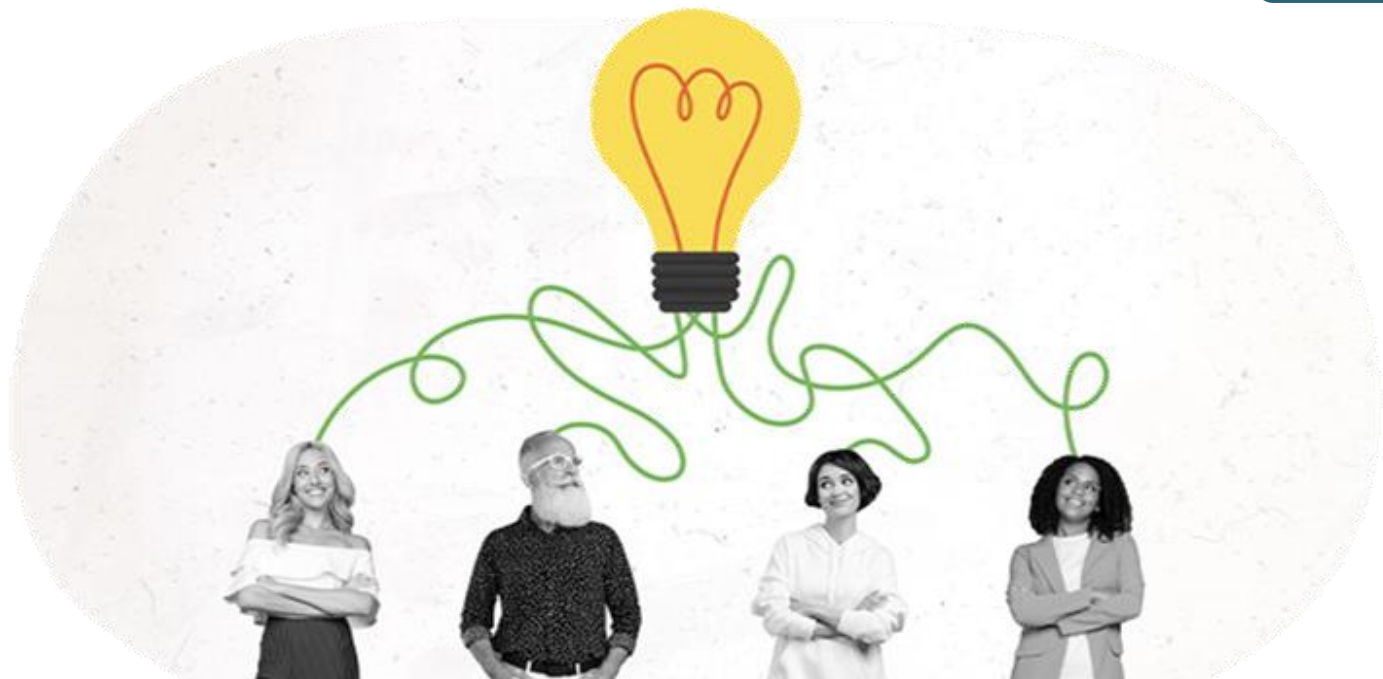




Copilot Unlocked: From Everyday Productivity to AI-Powered Mastery (1 Day)

Date : Wed, 6th May 2026
Time : 9:00 AM – 5:00 PM (AWST – Perth)
Delivery : Live Virtual via Zoom
Price : AUD 420 per participant





COURSE OVERVIEW

Microsoft Copilot is not just another AI assistant — it is an intelligent productivity partner embedded directly into Microsoft 365. It helps professionals write, analyze, summarize, automate, and make decisions faster.

This one-day immersive workshop equips participants with the practical skills, real-world use cases, and advanced strategies needed to leverage Copilot effectively — whether they are beginners exploring AI for the first time or advanced users looking to optimize enterprise workflows.

LEARNING OUTCOMES

By the end of the programme, participants will be able to:

- Confidently use Copilot in Word, Excel, PowerPoint, Outlook, and Teams.
- Write effective prompts that generate accurate and useful results.
- Use Copilot to analyze data, generate reports, and build presentations.
- Automate email drafting, meeting summaries, and document reviews.
- Apply Copilot for decision support and insights.
- Identify risks such as hallucinations, data leakage, and bias.
- Build an AI-enhanced workflow tailored to their role.
- Move from basic usage to strategic AI adoption.



COURSE FEATURES

- Pre-Training Assessment to benchmark participants' current knowledge and skill level
- 30-Day Post-Training Support for implementation guidance and follow-up queries

WHO SHOULD ATTEND

This program is ideal for:

- Managers and professionals using Microsoft 365
- Business analysts and operations teams
- HR, finance and marketing professionals
- Executives seeking productivity gains using AI
- Organisations adopting Microsoft Copilot



COURSE OUTLINE

Module 1: The Copilot Revolution – Understanding AI Inside Microsoft 365

What You'll Learn:

- What is Microsoft Copilot?
- How Copilot works (LLMs + Microsoft Graph + enterprise data)
- Difference between Copilot, ChatGPT, and other AI tools
- AI myths vs reality
- Live demo across apps

Level Focus: Beginner-friendly foundation

Module 2: Prompting Like a Pro – The Art of Talking to Copilot

What You'll Learn:

- Structure of effective prompts
- Beginner vs advanced prompting
- Context-based prompting
- Iterative prompting strategies
- Prompt templates for different departments

Hands-on Activity:

Improve a weak prompt into a powerful one.

Level Focus: Beginner → Advanced bridge



Module 3: Copilot in Word & PowerPoint – Content Creation Mastery

What You'll Learn:

- Drafting reports, proposals, policies
- Summarizing long documents
- Rewriting and tone adjustment
- Generating presentations from documents
- Creating executive summaries

Advanced Section:

- Transform meeting transcripts into structured reports
- Build slide decks from data files

Module 4: Copilot in Outlook & Teams – Smart Communication

What You'll Learn:

- Drafting professional emails instantly
- Rewriting emails for tone (formal, concise, persuasive)
- Meeting summaries and action items
- Catching missed context in long threads
- Real-time chat assistance

Advanced Section:

- Extract decisions and risks from meeting transcripts



Module 5: Copilot in Excel – AI-Powered Data Analysis

What You'll Learn:

- Ask Copilot questions about your data
- Generate formulas automatically
- Create pivot tables using natural language
- Data insights and trend explanations
- Building dashboards with AI assistance

Advanced Section:

- Scenario analysis
- Risk forecasting
- Data storytelling with AI insights

Module 6: Automating Workflows with Copilot & Power Platform

What You'll Learn:

- Copilot + Power Automate basics
- Creating automated approval workflows
- Copilot in Power Apps
- AI-generated workflow suggestions
- Integrating Copilot with SharePoint

Advanced Section:

- Intelligent document processing
- AI-assisted workflow optimization



Module 7: Security, Governance & Responsible AI

What You'll Learn:

- Data privacy inside Copilot
- Microsoft Graph permissions
- Responsible AI principles
- Hallucination risks
- Prompt injection risks
- Governance policies for organizations

Discussion:

What should organizations control before deploying Copilot?

Module 8: From User to Strategist – Designing Your AI Productivity System

What You'll Learn:

- Building your daily AI workflow
- Role-based Copilot strategies (HR, Finance, Marketing, Audit, Leadership)
- Measuring ROI of Copilot usage
- Adoption roadmap for teams
- AI maturity model

Final Activity:

Participants design their personal “AI-Enhanced Workday”.



COURSE TRAINER



SUMMARY :

Dr. Obay is an accomplished **AI Trainer, Academic Leader, TEDx Speaker, Industry Advisor, and Entrepreneur**, internationally recognised for his contributions to **Artificial Intelligence education, research, and innovation**. Holding a **Ph.D. in Artificial Intelligence** and bringing over **20 years of experience** across the information technology landscape, Dr. Obay's expertise spans **AI, Big Data Science, Machine Learning, Deep Learning, Generative AI, Large Language Models (LLMs), and Immersive Technologies**. As a **certified and HRD Corp-accredited trainer**, Dr. Obay has trained more than **5,000 professionals, students, and business leaders** through highly practical and results-driven programs in **Data Science, AI Engineering, Generative AI, and LLMs**.

His workshops are widely praised for their clarity, relevance, and ability to translate complex AI concepts into real-world business impact. Recently, Dr. Obay was **honoured to begin a new chapter as an Industry Advisor at ICMS**, contributing to advanced programs and professional certifications in **Generative AI, Large Language Models, Google AI & Machine Learning, and Microsoft Azure AI**. His advisory role bridges academia and industry by empowering future-ready talent and organisations to thrive in the era of intelligent automation. Recognised for his excellence in AI education and leadership,



Why Organisations Choose CSG

- ✓ Real business use cases
- ✓ Hands-on exercises using Microsoft 365
- ✓ Delivered by AI productivity specialists
- ✓ Practical prompts and templates included
- ✓ Immediate workplace application