Copilot for Government

Demystifying Copilot and unlocking its power to boost productivity and streamline operations

Facilitated by
NEERAJ SHARMA
MICROSOFT 365 AND COPILOT EXPERT

Online → 28 and 29 November 2024

PUBLIC SECTOR NETWORK

Certified B Corporation

Overview

Microsoft Copilot is the latest in a host of Generative AI being touted as the next major transformative force in the future of work. This is especially exciting given the greater drive towards enhanced productivity in the public sector.

However, as leaders who are beginning their Copilot journey, how do you demystify this AI-powered assistant and how it can be leveraged with Microsoft 365 and beyond to enhance productivity and streamline workflows?

This course has been developed to empower leaders to effectively navigate Copilot, identify how can apply Copilot to streamline your function, uncover the common pitfalls and understanding key challenges that you may encounter along the way.

Who Should Attend

Specialists, Officers, Co-ordinators, Team Leaders

- Finance Analyst
- HR Analyst
- Customer Service and Experience
- Marketing and Communications
- Business Improvement
- Business Transformation
- Digital Transformation and Innovation
- IT and Technology
- Technical writers
- Systems Analyst

Learning Outcomes

- Microsoft Copilot is the latest in a host of Generative AI being touted as the next major transformative force in the future of work. This is especially exciting given the greater drive towards enhanced productivity in the public sector.

- However, as a business leader who is beginning their Copilot journey, how do you demystify this AI-powered assistant and how it can be leveraged with Microsoft 365 and beyond to enhance productivity and streamline workflows.

- This course has been developed to empower business leaders to effectively navigate Copilot, identify how can apply Copilot to streamline your function, uncover the common pitfalls and understanding key challenges that you may encounter along the way.

Why Attend

- Unpack how Copilot can automate routine tasks enhancing overall productivity

- Gain insights to help you decide if Copilot is right for you and your teams

- Uncover the questions you need to be asking when starting on your Copilot journey

- Debunking common Copilot and Generative AI myths

Meet the **Trainer**

NEERAJ SHARMA
MICROSOFT 365 AND COPILOT EXPER

Generative AI (Copilot) & Microsoft Dynamics CRM are Neeraj's passions. He is currently focused on helping organisations to leverage the power of Generative AI.

He has more than 23 years of experience in training/Consulting/Managing Dynamics 365, Power Platform and other Various Microsoft Products.

In addition Neeraj is also a Microsoft Certified Trainer.

What you peers have to say about PSN Academy Courses

"A good balance of content and practice of materials."

"Easy to follow and informative."

Preparation

This workshop is highly interactive with group activities and discussions throughout. Come prepared with some current challenges you face in your organisation.

To participate you'll need:

- A computer with camera and microphone
- Basic Knowledge of Microsoft 365
- Strong internet connection
- Quiet, well-lit space
- Current process, automation and services challenges that you face

*Group Discounts Available - Contact Registration at

training@publicsector.academy or Call on **(02) 9057 9070**

Explore the Agenda

This program runs across 2 days from 10.30 to 2.30pm AEDT. We will have 2 breaks over the course of the day for morning tea (15mins) and lunch (30mins).

- **An Overview of Generative AI and its applications**
- **An introduction to Microsoft 365 Copilot**

- **Microsoft Copilot Vs Copilot Pro Vs Microsoft 365 Copilot**
  - How these Three are different from each other
  - Licensing
  - Use Cases for each
  - How Copilot works?

- **Plan & Implement Microsoft 365 Copilot**

- **Copilot in Excel**
  - Insights
  - Generate formula columns
  - Highlight, Sort & Filter

- **Copilot in Word**
  - Draft with Copilot
  - Rewrite text using Copilot
  - Visualise as Table
  - PowerPoint to Word

- **Copilot in Power Point**
  - Creating PowerPoint from scratch
  - Add slides
  - Add Images

- **Copilot in Outlook**
  - Email coaching
  - Email summarisation

- **Copilot in Teams**
  - During meetings
  - Copilot in Teams Chat and channels
  - Copilot in Teams rewrite and adjusting messages

- **Copilot in Forms**
  - Creating survey with Copilot
  - Sending and collecting responses
  - Syncing survey results with Excel

- **Copilot and PDF**

- **Microsoft Copilot Graph Grounded Chat**

- **How to write the most effective prompts**
  - Demystifying effecting prompt writing
  - Tips and tricks
  - What not do to

- **Exploring the practical application of Copilot across different functions**

  - HR
  - Finance
  - IT
  - Marketing

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