

MICROSOFT COPILOT FOR MANAGERS & DIRECTORS

STRATEGIC LEVEL



Duration: 3h

Prerequisite:

- Have a basic knowledge of Microsoft 365

Teaching methods:

- Remote training
- Demonstration
- Course material included

Recognized certificate: yes

Audience: Directors, managers and team leaders

Skills acquired at the end of the training:

- Use Microsoft Copilot strategically to support decision-making, communication, and daily management tasks
- Develop the skills to write effective prompts, analyze information more efficiently, and use AI responsibly within a business environment
- Gain a clear understanding of governance, security, and best practices for adopting Copilot as a manager or director

PROGRAM:

Introduction

- Training objectives and participant expectations
- Why artificial intelligence is becoming a key issue for managers
- Copilot as a strategic assistant in daily work

Understanding Microsoft Copilot

- Definition of Microsoft Copilot and its place within Microsoft 365
- Difference between consumer Copilot and Copilot for business
- Added value of Copilot for leadership and management roles

Copilot, Security, and Governance

- Protection of business data and confidentiality
- Compliance with existing permissions, access controls, and governance rules
- Managers' responsibilities in the safe use of AI

Copilot Licenses

- Overview of the different types of Copilot licenses
- Importance of Copilot connected to business data
- Key considerations before organizational adoption

Adopting the Right Mindset with Copilot

- Copilot as a thinking aid, not a decision-maker
- The role of human judgment and managerial accountability
- When to use Copilot and in what contexts

How to Write an Effective Prompt (Manager Level)

- Importance of prompt quality
- Simple and effective prompt structure
- Practical examples adapted to management situations

Copilot Chat and Decision-Making

- Using Copilot Chat as a space for reflection and analysis
- Summarizing, structuring, and analyzing information
- Supporting decision-making and the preparation of recommendations



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Communication and Collaboration with Copilot

- Improving the quality and speed of communications
- Using Copilot in Outlook for emails
- Using Copilot in Teams for meetings and follow-up

Introduction to Copilot Agents

- Understanding Copilot agents
- Examples of business-focused agents (HR, finance, projects, operations)
- The evolving vision of Copilot within the organization

Best Practices

- Start gradually and test real use cases
- Avoid over-automation
- Keep people at the center of decisions

Conclusion

- Copilot as a performance lever for managers
- Leadership and responsibility in AI adoption

Q&A

