



AI AND AUTOMATION

Microsoft Copilot at Work

DURATION

2 days

AUDIENCE

All roles

LANGUAGE

Polish or English

FORMAT

On site or online

A hands-on workshop in the Microsoft 365 environment: Copilot in Outlook, Word, Excel, Teams and PowerPoint applied to real work, from mail triage to first drafts and meeting summaries. Matched to the licences your company actually has, with working routines that last beyond the workshop.

WHAT WE COVER

- Copilot in your tenant: what your licence covers, where your data goes and what IT has switched on
- Outlook: mail triage, drafting replies in your tone and preparing for a difficult thread
- Teams: meeting recaps, action points and catching up on a channel after a week away
- Word and PowerPoint: first drafts, rewriting for a board audience and building a deck from a document
- Excel: asking questions about your data, formula help and checking results before you trust them
- Working habits: when Copilot saves time, when it wastes it, and how to verify what it gives you

YOU LEAVE WITH

- A set of working routines for the Microsoft 365 apps you use daily, tested on your own files
- A starter collection of prompts for mail, meetings, documents and data
- A verification checklist matched to Copilot's typical failure points

WHO IT IS FOR

Anyone working in Microsoft 365: board members, managers and specialists alike. No technical background needed. Groups up to 12 people, exercises run on the participants' own examples. Requires active Copilot licences for participants.



BOOK THIS TRAINING

Write to michal.krauze@krauzeadvisory.com with the subject "Training: Microsoft Copilot at Work". Add preferred dates and group size. Closed programs are tailored to your organisation.