

Microsoft 365 Copilot workshops

Aimed at Senior BDMs, Managers, End Users, LOB Leaders and ITDMs, this course is designed as a three-phase engagement. The Microsoft 365 Copilot Workshop helps customers assess their needs, prioritise Copilot scenarios, and define an actionable roadmap.



Day 1.

Assess - 120 mins

Prior to the **Assess** phase we will run some very lightweight tooling to benchmark your environment and preparedness for Copilot. There is also some Q&A fill in that will further allow us to understand your environment. We will then review the outputs (sample attached) in the workshop and discuss the steps required to be fully prepared for M365 Copilot, how to become AI ready and establish what should be covered in the **Art of the possible** phase.

The key objectives to be achieved at this stage include:

- ✓ Identify key stakeholders
- ✓ Microsoft 365 Copilot Overview
- ✓ Discover your challenges and opportunities to increase productivity with Copilot
- ✓ Review assessment and deliver guidance
- ✓ Establish and agree key areas to focus on in the **Art of the Possible** workshop

Workshop agenda:

Microsoft 365 Copilot Workshop Kick-Off	30 mins
Assessment Review and Guidance	90 mins



Day 2.

Art of the Possible - 120 mins

This is a combination of demos and presentations that will educate and prompt discussion on how best to exploit M365 Copilot for your organisation. This stage will allow you to uncover how M365 Copilot can help to change how we work and drive productivity.

The key objectives to be achieved at this stage include:

- ✓ AI-powered organization
- ✓ Responsible AI
- ✓ Microsoft 365 Copilot Overview
- ✓ Unleash creativity
- ✓ Unlock productivity
- ✓ Teams Premium and Copilot in Teams
- ✓ Microsoft 365 Copilot personas

Workshop agenda:

Art of the Possible Kick-Off	15 mins
AI-powered Organization	10 mins
Responsible AI	10 mins
Microsoft 365 Copilot overview	10 mins
Unleash Creativity	15 mins
Unlock Productivity	15 mins
Uplevel Skills	10 mins
Better Together: Teams Premium & Copilot in Teams	15 mins
Microsoft 365 Copilot Personas	20 mins



Day 3.

Build the Plan - 135 mins

The final stage is intended to establish the design and deployment path for M365 Copilot in your organisation. During this phase we will work with you to understand your highest priority challenges and map them to personas. The objective of this exercise is to gain buy in from your organisation by defining and prioritising the top scenarios for us to focus on when looking at your rollout plan.

The key objectives to be achieved at this stage include:

- ✓ Identify scenarios based on your pain points.
- ✓ Discover personas and map them into your business challenges.
- ✓ Provide a summary of prioritised scenarios.
- ✓ Deliver an overall plan to pilot Microsoft 365 Copilot, next steps, and identified risks.

Workshop agenda:

Build the Plan Kick-Off	15 mins
Scenario Analysis & Prioritization	60 mins
Report & Recommendations	60 mins

Please find details of [technical requirements for the assessment tool here](#)

If you would like to discover more then please get in touch at tellmore@bytes.co.uk