

Reimagining Work: Responsible AI and Copilot for Real-World Impact

Duration: 2 Days

Time: 9:00 AM - 5:00 PM

Mode: Physical/Virtual

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FOR PRICING!**

**Terms & Conditions Apply*

Overview

This two-day, hands-on workshop is designed to help professionals across departments understand and apply Generative AI responsibly in their daily work.

Through practical demos, guided exercises, and real-world examples, participants will explore the full capabilities of Microsoft 365 Copilot—learning how to craft precise prompts, automate tasks, and collaborate more effectively using tools like Outlook, Word, Excel, and PowerPoint.

Whether you're in HR, sales, admin, or technical roles, this course equips you with practical tools to work smarter and drive real-world results.

Instructor-Led



TRAINER

Ali Reza Azmi

Course Objectives:

- Grasp core AI concepts, ethical considerations, and Copilot's strategic role in modern workflows
- Craft targeted, high-quality prompts using profound frameworks
- Apply Copilot across Microsoft 365 apps to automate content, extract insights, and drive cross-functional collaboration

Course Outline

[DOWNLOAD COURSE DETAILS](#)

Day 1: Foundations of AI, Generative AI, and Prompting

Module 1 — What is AI?

Module 2 — Introduction to Generative AI and Copilot

Module 3 — The Art of Prompting

Day 2: Deep Dive into Copilot and Collaborative Application

Module 4 — Introducing Copilot Standalone and Copilot Side Panel

Module 5 — Using Copilot with Outlook, Word, Excel, PowerPoint

Module 6 — Group Activity - Role-Specific Brainstorming

Learn with 24co today!





Why Take This Course?



At the end of the session, you will:

- Design prompt strategies tailored to your role for high-impact outcomes
- Leverage Copilot to streamline complex tasks and enhance decision-making
- Apply AI tools confidently and responsibly across Microsoft 365 environments

Target Audience

- Professionals in HR, sales, admin, management, and engineering
- Anyone looking to boost productivity with Microsoft 365 Copilot
- Those interested in automating workflows, drafting content, and analyzing data—no advanced skills required

Bring Your Own Device

Participants are required to bring their own laptop or tablet for the class.



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Interested?

Request This Course With Us Today!

Scan the QR code or register via: <https://twenty-four.io/contact/>



Contact Us

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Terms and Conditions

1. **Pricing Details:** Contact us for pricing information.
2. **Certificate of Completion:** Certificates are awarded to participants who complete the sessions.
3. **Course Materials:** All materials provided are strictly for personal use and must not be reproduced.



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