

WorkingSm@rt with Copilot

Boosting Performance and
productivity with Teams, 365
and Copilot



Learning Outcomes

- ✓ **Increase work efficiency:** use Copilot to improve time management, increase control and reduce stress
- ✓ **Prioritise effectively & consistently:** leverage Copilot to prioritise tasks and control to-do's
- ✓ **Streamline information sharing & management:** learn how Copilot can help you control, manage and share information
- ✓ **Maximise meeting effectiveness:** use Copilot's AI functionality to improve all meeting phases: before, during and after
- ✓ **Reduce distraction & increase focus time:** manage electronic interruptions to increase focus time for important work
- ✓ **Enhance team communication:** gain control of email and learn how to filter and automate to capture tasks and action items effortlessly
- ✓ **Accelerate team collaboration:** leverage the full power of Teams, Outlook, Copilot and other key 365

Priority[®]

A Better Way To Work

PRACTICAL TRAINING TO
HELP YOU AND YOUR TEAM
TO WORKSM@RT

Unlock the potential of Microsoft Copilot to improve workflow and save time

With over 40 years of expertise, Priority Management is a global leader in workplace productivity. This engaging and practical online workshop will guide participants in maximising their use of Copilot, moving beyond basic functionalities, and utilising this powerful AI tool to enhance both individual and team performance.

Methodology

This program delves deeper than intuitive Copilot features, showcasing how smart use of Copilot within the Teams/365 environment can significantly improve performance and workload management for individuals and teams.

Training Format

Live online workshop
Practical hands-on learning
2 x half-days + 1 hour review, or
1 x half-day + 1-hour review

WorkingSm@rt[®]
using Copilot
for a Better Way to Work