Microsoft® Copilot for Teams and Outlook

Learn prompt writing, summarization and secure AI use in your workflow

WHO SHOULD ATTEND?

- Business professionals using Microsoft Teams and Outlook

- Managers, team leads and project coordinators

- Trainers, educators and instructional designers

- Anyone seeking practical, hands-on AI skills for workplace productivity

- Organizations rolling out Copilot or updating AI policies

PRYOR Learning™

Microsoft Copilot for Teams and Outlook

Boost productivity with hands-on Copilot training for Teams and Outlook. Learn AI skills for email, meetings, tasks and communication while staying secure and compliant.

Do you worry about missing important information, miscommunicating with colleagues or using AI incorrectly at work? You're not alone — and the solution isn't working harder, it's working smarter with the right tools.

This seminar equips you with practical, real-world skills to confidently use Microsoft Copilot in Outlook and Teams, helping you reduce digital overload, streamline communication and stay productive in an AI-powered workplace.

Whether you're managing inbox chaos, attending back-to-back meetings or trying to keep projects on track, this training gives you the strategies and hands-on practice to succeed.

What You'll Learn:

Understand the essentials of AI and Microsoft Copilot
Build a clear foundation in modern AI tools and workplace automation. Learn:

- What artificial intelligence and generative AI really are
- How Microsoft Copilot works inside the Microsoft 365 ecosystem
- Key differences between Copilot, ChatGPT and other AI assistants
- How businesses use AI to increase productivity and collaboration

Navigate and use Copilot in Teams and Outlook
See exactly where Copilot lives and how to use it effectively in real scenarios:

- Summarize long email threads instantly
- Catch up on Teams chats in seconds
- Use meeting summaries and action lists
- Draft and refine messages directly in Outlook and Teams

Write effective prompts that get meaningful results
Good input equals great output — learn how to:

- Ask clear, structured questions
- Provide context and business goals
- Set tone, format and audience expectations
- Use repeatable prompt templates for common tasks

Recognize and avoid AI mistakes
Develop responsible AI habits and critical thinking skills. You'll learn how to:

- Spot AI hallucinations and logic gaps
- Verify information and evaluate reliability
- Avoid bias and ensure accuracy
- Troubleshoot confusing or incorrect responses

Summarize, organize and manage information
Eliminate information overload. Copilot helps you:

- Summarize meetings, chats and long email threads
- Extract key points and action items
- Track deadlines and responsibilities
- Turn conversations into structured plans

Draft, edit and polish communication
Enhance your professional communication with AI support:

- Draft professional messages, responses and follow-ups
- Rewrite for tone (formal, friendly, concise, persuasive)
- Check for clarity, grammar and structure
- Receive coaching and suggestions for improvement

Automate task management and time prioritization
Work smarter — not longer. Learn how to:

- Turn emails into tasks and calendar items
- Prioritize messages and action items
- Prepare agendas and meeting notes automatically
- Use Copilot to plan your day and manage workload

Stay secure, ethical and compliant
Protect your data and your organization. Understand:

- Public vs. enterprise Microsoft Copilot
- Data security, privacy and policy considerations
- Safe input practices (company data, sensitive info)
- Ethical use of AI at work

Registration Information

Enroll Today!

Online: pryor.com

Phone: 1.800.780.8476

Email: customerservice@pryor.com

Additional information can be found in our FAQs:
https://www.pryor.com/faq/

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We appreciate that this is an important investment for you and your company and would like to accommodate your needs the best we can. Prior to the event you may transfer your attendance to a future session or send someone to take your place. If you are unable to attend, you will be responsible for the entire fee.

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