

# Microsoft 365 Copilot User Enablement Specialist

The training covers key aspects of Microsoft 365 Copilot user enablement and adoption within organizations. It provides comprehensive knowledge about planning, implementing, and optimizing Microsoft 365 Copilot usage. The course is designed to help organizations transition into an AI-enhanced workplace through effective employee engagement, leadership, and collaborative learning strategies.

Duration

1 day/ 4.5h



## Training recipients

The training is intended for deployment specialists, business leaders, managers, IT professionals, consultants, and all individuals involved in the adoption of Microsoft 365 Copilot in their organization.

- User Enablement Specialists – professionals responsible for implementing and activating Microsoft 365 Copilot in organizations
- Business Leaders and Managers – individuals managing the transformation process and adoption of new technologies
- IT Professionals – specialists responsible for technical support and solution implementation
- Consultants – experts advising on implementation and optimization of Microsoft 365 Copilot



## Benefits

- Strategic adoption planning – You'll learn to create and implement comprehensive adoption plans for Microsoft 365 Copilot
- Employee empowerment expertise – You'll gain skills in effectively onboarding and enabling users to maximize Copilot's potential
- Measurement and evaluation capabilities – You'll develop ability to assess and measure the impact and success of Copilot implementation
- Transformation leadership skills – You'll learn to lead AI-powered organizational change and user engagement initiatives
- Advanced optimization techniques – You'll master methods to extend and enhance Copilot's functionality within business processes



## Training program

1. Course Introduction
2. Getting started with Microsoft 365 Copilot (Prerequisite)
  - Introduction to Microsoft 365 Copilot
  - Explore the possibilities with Microsoft 365 Copilot
  - Optimize and extend Microsoft 365 Copilot
3. Learning Path 1: Discover how to drive the enablement of Microsoft 365 Copilot
  - Explore user enablement strategies
  - Envision successful adoption
  - Onboard and empower employees
  - Drive value and maximize impact
  - Extend and optimize Copilot



## Expected preparation of the participant

- Basic knowledge of Microsoft 365 technology and Microsoft 365 Copilot (MS-4004).



## Training Includes

\* electronic handbook available at:

<https://learn.microsoft.com/pl-pl/training/>

- access to the Altkom Akademia student portal

#### Product Includes

- Lecture (100%)



#### Duration

1 days / 4 hours

#### Language

- Lecture: English
- Materials: English