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# Half-day hands-on Microsoft Copilot workshop for your team

A private workshop at your workplace anywhere in New Zealand, or live online. Starting course: Microsoft 365 Copilot foundations workshop (half a day). We agree the tasks and examples with you before booking.

Software subscriptions are separate. No payment until you accept the itemised quote.

## What your team walks away with

- Each person drafts an Outlook reply from a supplier thread and checks it for dates, commitments and gaps.
- An Excel answer checked against the source rows and a manual total.
- A prompt for their own role, with a named person who reviews the output.
- A short pilot plan to take to the person who runs your Microsoft 365.

## Half-day agenda

1. **Access and examples:** Check the account label and agreed apps with your administrator. Use supplied fictional records.
2. **Outlook practice:** Summarise a supplier thread and draft a reply. Check dates, commitments and missing information.
3. **Excel practice:** Review a small order or variation register. Compare the answer with source rows and a manual total.
4. **Role practice and handover:** Adapt a prompt for accounts, QS or administration work. Record the checks and questions to take back to the team.

## Data, licences and security

- Practice uses made-up examples by default. Your own material comes in only if you choose and your settings allow it. We supply the made-up practice material.
- Staff use their own Microsoft 365 accounts. Your administrator confirms which apps and features are switched on. Not sure which licence? We check before training.

## Workshop terms

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| **Duration** | Half a day |
| **After the session** | We send the prompt and review sheets completed by the group, including unresolved access questions. Use those sheets for the initial pilot and discuss any broader rollout with the person who administers Microsoft 365. |
| **In the quote** | Course scope, venue, exact hours and breaks, any additional support, travel and cancellation terms. |

## Who runs it

Run by co-founders Simon Conroy (senior roles at Air New Zealand, Spark, Flight Centre and Qrious, and runs the analytics agency Decisive) and Adam Holt (builds software for NZ businesses). Independent training by thecolab.ai. Not affiliated with Microsoft.

## Next step

Send an enquiry at https://copilottraining.co.nz/contact/. We reply by email with a suggested plan, then an itemised quote you can forward. Nothing to pay until you accept it.

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