

Microsoft 365 Copilot training for business teams.

Business users and managers in Microsoft 365 organisations who want the Copilot licences to change the working week.

Half-day workshop	3.5 hours, 6 to 16 people, from USD 4,500
Full-day workshop	6.5 hours, 6 to 16 people, from USD 7,500
Department program	4 to 6 weeks, several workflows, from USD 18,000

Prices in USD. Remote or onsite, worldwide. Licences, taxes and travel are quoted separately.

What your team will be able to do

- Use Copilot in Word, Outlook, Teams, Excel and PowerPoint for real tasks.
- Separate a meeting suggestion from an agreed decision and an assigned action.
- Check what Copilot drew from your tenant before relying on it.

What the session covers.

01	**Teams meeting recap**	Separate suggestions from decisions and owners in a meeting summary.
02	**Word from sources**	Draft a document from approved files and verify each referenced source.
03	**Outlook follow-up**	Summarise a long thread and prepare a reply that keeps the commitments accurate.
04	**Excel check**	Ask Copilot for an analysis and confirm the figures and formulas yourself.

Before the session

- One Microsoft 365 Copilot licence per learner, assigned at least 5 business days before.
- Tenant settings and learner access checked with your administrator.
- Worked example files in an approved SharePoint or OneDrive location. No administrator rights needed.

What you leave with

- Role-based exercise pack
- Source-to-action review rubric
- One-page measurement sheet
- List of sharing issues for your administrator

How it runs

- Prepare: agree roles, tool access, safe material and the expected output.
- Practise: work a realistic task, check it and revise it.
- Apply: choose a bounded workplace trial with a named reviewer.
- Review: assess quality and independence before expanding use.

Questions buyers ask.

Is this GitHub Copilot training?

No. This page is Microsoft 365 Copilot for business users: Word, Outlook, Teams, Excel and PowerPoint. GitHub Copilot for developers is a different course with different prerequisites. Name the product in your enquiry and we will point you to the right one within one business day.

Do we need licences before booking?

For hands-on practice, yes: one Microsoft 365 Copilot licence per learner, assigned at least 5 business days before the session so the tenant settings can be checked. Without licences we run the session as a demonstration and planning workshop instead.

Does training fix our document permissions?

No, but it finds the problems. Copilot surfaces whatever a person can already see, so a 3.5-hour session usually turns up a handful of oversharing issues for your administrator. Fixing them is a SharePoint permissions review, typically 2 to 4 weeks, which we can scope separately.

Tell us the task your team should do better.

We reply with a recommended format, a draft agenda and a quote for your team.

Discuss training for your team

paloren.ai/training/microsoft-copilot