

Microsoft 365
Workshop

Empower your team.
Transform the way you work.

MICROSOFT COPILOT TRAINING COURSE

Microsoft Copilot Training

A practical course in prompting, productivity and editorial judgement

www.ascenttrainingwales.co.uk

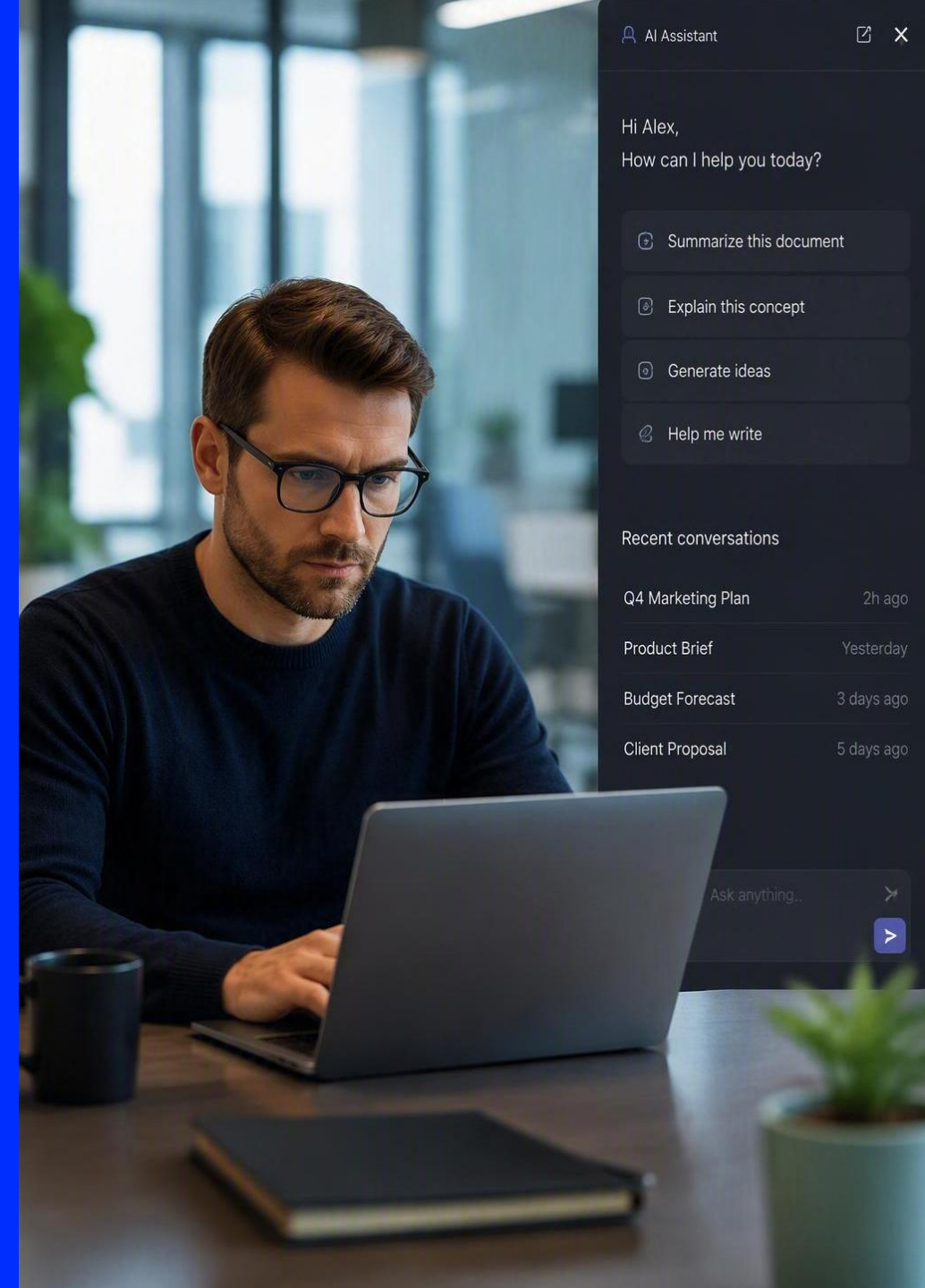
01 · COURSE OVERVIEW

Why this course exists

Microsoft Copilot is genuinely useful — and genuinely uneven. The difference between people getting real value from it and those who gave up comes down to knowing what it is good at and how to prompt it well.

QUESTIONS BEFORE THE DAY?

01656 737349 · info@ascenttrainingwales.co.uk





What Copilot is good at

1

RELIABLY STRONG

First drafts, summarising long threads and documents, reformatting, tone changes, meeting recaps and pulling structure out of messy notes.

2

STILL UNEVEN

Facts and figures, niche or very recent topics, nuanced judgement, and anything where being confidently wrong costs you.

Prompting that works

1

THE FOUR PARTS

Role, task, context and format. Tell Copilot who it is writing for, what you want, what it should draw on, and exactly how the answer should look.

2

ITERATE, DON'T RESTART

Refine in follow-ups — shorten it, make it more direct, keep paragraph two. Rewriting the prompt from scratch throws away useful context.



04 · ON THE DAY

Course times

9:00 am

Arrival & setup

9:30 – 10:45 am

Copilot foundations & where it lives

10:45 – 11:00 am

Morning break

11:00 am – 12:00 pm

Prompting practice

12:00 – 1:00 pm

Lunch break

1:00 – 2:30 pm

Content & editorial review





Where Copilot fits in

1

WORD & OUTLOOK

Drafting, rewriting and shortening documents; summarising long email threads and turning them into clear replies and actions.

2

EXCEL, TEAMS & POWERPOINT

Explaining formulas and spotting trends, recapping meetings with owners and actions, and turning documents into slides.

06 · SEO CONTENT

Copilot for SEO

Copilot is fast at keyword clusters, page titles, meta descriptions and FAQ blocks — but it does not know your audience or your search data. Start from real keyword research and keep one clear intent per page.

THE RULE OF THUMB

Copilot drafts. You decide what deserves to rank.





07 · EDITORIAL DISCIPLINE

What comes from you

1

CHECK BEFORE YOU SEND

Verify names, numbers, dates and links. Copilot states weak facts as confidently as strong ones, so nothing ships unread.

2

OWN THE VOICE

Cut the filler, keep your house style, and make sure the point of the piece is yours — not a plausible average of the internet.

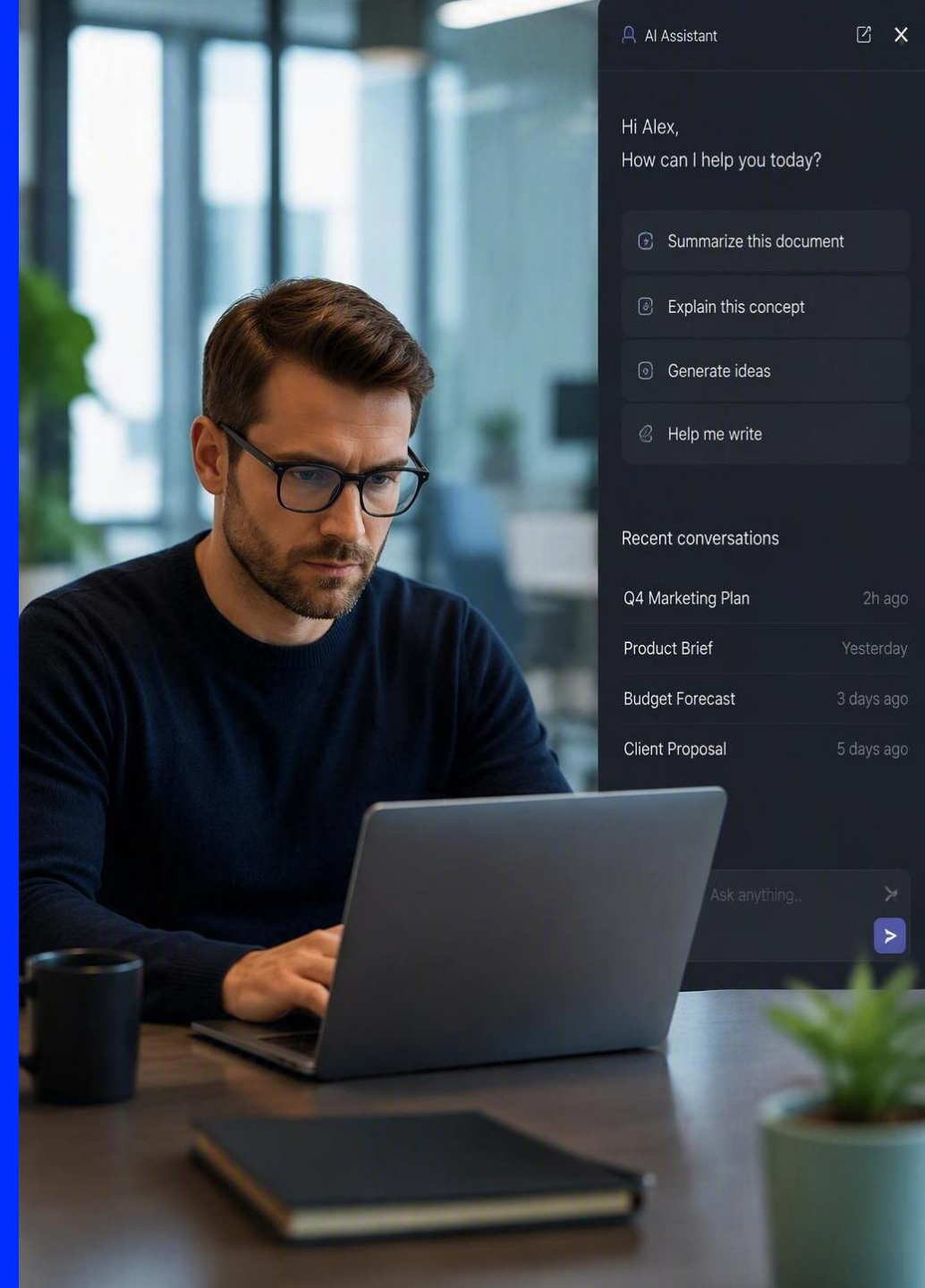
08 · NEXT STEPS

After the session

Pick two tasks you do every week and use Copilot on both for a fortnight — that habit beats any one-off experiment. Build a shared library of prompts that worked, and agree a simple human review rule.

WANT A FOLLOW-UP SESSION?

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SEE YOU SOON

Thank you

for training with Ascent Training Wales

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