



SIVICO LEARNING

Microsoft 365 Copilot Adoption

Functional Team Capability Workshop



Executive Summary

Sivico Learning offers a bespoke, one-day, instructor-led Microsoft 365 Copilot workshop designed to build practical AI capability within the team.

The workshop draws on pre-workshop discovery work and is structured to move from foundational Copilot skills through to role-specific applications, ensuring participants can apply immediately their learning to real business tasks.

Our approach focuses on developing practical skills, embedding new ways of working, and identifying high-value opportunities for SMEs where Copilot can deliver measurable impact for the business.

Focused on performance

Our services are focused on driving performance in organisations, which is why we don't offer generic training packages. Each capability workshop is bespoke and aligned to the objectives of the business.

Professional and current

Curriculum aligned to
Microsoft AI Business Professional certification



Skills development

Programme maps to the UK
AI Skills for Business Competency Framework



Designed for SMEs

Supports the ambitions of the final report of the DBT
SME Digital Adoption Taskforce



Expected Benefits

Microsoft 365 Copilot has the capacity to transform current workflows and generate new ways of working. By developing skills, trust and confidence, Sivico Learning focuses on the changes in behaviour that drive performance.

Productivity

Reduced time on routine and repetitive tasks

Quality

Improved consistency and clarity of outputs

Decision-making

Faster access to insights and summaries

Engagement

Increased confidence with AI tools at work

Scope of Engagement

In Scope

1. One-day instructor-led workshop at your offices
2. Up to 8 participants
3. Customized examples relevant to your team
4. Hands-on exercises with live Copilot access
5. Post-session prompt playbook

Out of Scope

1. Technical deployment or licensing
2. Data governance configuration
3. Organisation-wide change management programs
4. System configuration and deployment

Elements 2 and 3 can be supported by Sivico Learning if required.

Approach & Methodology

The capability workshop sits within Sivico Learning's Discovery & Adoption Framework. This ensures structured learning that is focused on business needs and impact.

Discover

Understand your business and team priorities

Define

Create programme around high-value Copilot use cases

Deliver

Hands-on workshop with live exercises

Scale

Embed adoption and measure impact

Key Design Principles

The capability workshop is bespoke to your needs and priorities. It is designed to prioritise upskilling within the organisational context of the client.

Practical hands-on learning

Role-specific application

Immediate business relevance

Focused on behaviour change

Workshop Structure

The capability workshop is delivered in your offices. It's a full-day session (9.30-4.30) and requires flipchart and presentation facilities. Participants will need their own laptops.

Morning Session

Core Capability Development

1. Introduction to Microsoft 365 Copilot
2. Understanding capabilities and limitations
3. Prompting fundamentals and best practices
4. Hands-on practice with Word, Excel, PowerPoint, Teams
5. Introduction to Pages, Notebooks, and reusable workflows

Afternoon Session

Role Application and Use Cases

1. Mapping Copilot to team workflows
2. Role-specific scenarios and exercises
3. Developing prompts for real tasks
4. Creating reusable templates and outputs

Final Session

Embedding Team Adoption

1. Identification of priority use cases
2. Development of team usage guidelines
3. Agreement on next steps

Key Deliverables

Participant Outputs

1. Personal prompt playbook
2. Practical experience with on-canvas Copilot functions
3. Reusable prompt templates
4. Understanding of how to apply Copilot to daily work
5. Increased confidence and trust in AI outputs
6. High-level 'how to' guide aligned to Core Capabilities section of workshop

Team Outputs

1. Prioritised use case list
2. Shared prompt library
3. Initial team Copilot playbook
4. Agreed next steps for adoption

Timeline

Preparation | 2 weeks

Discovery calls, content customization, logistics

Delivery | 1 day

Full-day instructor-led workshop

Follow-up | Ongoing

Optional coaching, advanced sessions, support

Assumptions

1. Microsoft 365 Copilot licenses available to all participants
2. Microsoft 365 available to all participants
3. A suitable BYOD workshop environment is provided

Why Sivico Learning

We combine deep digital adoption expertise with practical training design to deliver learning interventions that create impact and lasting behaviour change.

Business Outcome Focus

Every session is designed around measurable results, not just feature demos.

AI Adoption Expertise

Specialist knowledge in helping teams embrace and sustain digital change.

Hands-On Experience

Participants learn by doing - with live exercises using their own workflows.

Transformational Frameworks

Proven track record supporting organisations through digital change.

Microsoft Certified



**AI Transformation
Leader**



**Copilot and Agent
Administration
Fundamentals**



**AI Business
Professional**

Ready to get started?



**Schedule an
online consultation**

info@sivico.co.uk | www.sivico.co.uk

Microsoft 365 Copilot Capability Workshop