



# Your Copilot Matters

Lunch and Learn



A Better Way To Work

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# YOUR COPILOT MATTERS

Transform your workday with the power of Copilot for Microsoft 365 - the ultimate tool for enhancing productivity and collaboration.

Join us for an engaging session where you will discover how Copilot seamlessly integrates with MS Outlook and MS Teams to redefine the way you work.

Learn how to automate mundane tasks, simplify workflows, and supercharge collaboration. From effortlessly scheduling meetings and mastering inbox management to harnessing real-time transcriptions and advanced project management capabilities in teams. Copilot is designed to make your day smoother, smarter, and more efficient.

This session will equip you with actionable insights to reclaim your time, eliminate distractions, and focus on what truly drives results.

Don't miss this opportunity to unlock the full potential of Copilot for Microsoft 365 and revolutionise the way you work!

## Outcomes:

- Increased productivity through automation
- Better decision-making with AI assistance
- Faster access to relevant information

## **Format**

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This program is delivered face-to-face or virtually as a 1-hour session.

## **Priority Lunch and Learn Presentations**

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### **Your Time Matters**

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

### **Your Project Matters**

Improve your ability to run projects on time and on budget with insights to make a real difference.

### **Your Notes Matter**

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

### **Are You Effective or Efficient?**

Understand the differences between efficiency and effectiveness and discover strategies to enhance productivity.

### **Your Team Matters**

Maximise shared processes, tools, and master MS Teams to boost collaboration within the Office 365 ecosystem.

### **Your Meeting Matters**

Learn a process to improve planning, execution, and follow-up, ensuring meetings deliver real value.

### **Your Impact Matters**

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

### **Your Energy Matters**

Learn to manage your energy for peak performance, with strategies to boost focus, motivation, and overall well-being.