

Smarter Work with Copilot

Get to grips with Copilot Premium and free up time for the work that matters.

Your people have the licences. So why isn't Copilot actually being used?

Most organizations don't have a Copilot access problem, they have a Copilot habit problem. The licences are switched on, but people have opened it once, asked it something vague, and closed it again. Without a clear starting point, an expensive tool ends up sitting unused inside Outlook, Teams, Word and PowerPoint.

This two-hour, beginner-friendly session gives your people a plain-English introduction to Copilot and a clear starting point for using it well, across the tools they're already in every day. Whether your organization is on Copilot Free or has rolled out Copilot Premium licences, this session meets people where they are and shows them how to make it a habit, not just a novelty.

A fully customizable session

We recommend:

 In-person or online  2hrs  up to 20 people

What this workshop offers

Your people will discover:

- A plain-English introduction to Copilot as a productivity partner, not a magic button
- How to use Copilot inside Outlook to draft, summarise threads and extract actions
- How to use Copilot before, during and after Teams meetings, from agendas to next steps

- Understanding how to go from blank page to first draft in Word and PowerPoint in minutes
- A first look at Copilot agents, and how to start building one for a task you repeat often

94% of participants would recommend our workshops

Who is this workshop for?

- Organizations with patchy Copilot adoption, where people have access but aren't getting value from it
- IT, L&D or HR leads needing a session that bridges the gap between having the tool and actually using it
- Teams working daily in Outlook, Teams, Word and PowerPoint who want Copilot to save real time, not just prompts to experiment with
- Mixed audiences, from enthusiastic early adopters to sceptics who tried it once and never went back

What this workshop offers

- **Learning by doing.** A practical, hands-on session built around the tools your people already use every day.
- **Meets you where you are.** Beginner-friendly and relevant whether your organization is on Copilot Free or Copilot Premium.
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.
- **A format that fits.** 2 hours, in person or live online, for up to 20 people.

What you'll do

You'll start with the basics: what Copilot actually is, what it's good at, and how to think of it as a thinking partner rather than a tool that needs a perfect prompt to work. From there, you'll move straight into the tools people use every day. In Outlook, that's drafting emails, summarising

long threads and pulling out actions. In Teams, it's using Copilot before, during and after meetings, sharpening agendas and turning conversation into clear next steps.

You'll also see how Copilot in Word and PowerPoint can take you from a blank page to a first draft in minutes, including building full presentations from existing documents, reports or notes. If your organization is on Copilot Premium, you'll get a first look at agents, specialist assistants built for a specific task you do repeatedly, and how to start building one of your own.

By the end, your people won't just know Copilot exists. They'll know exactly where to use it tomorrow.

What happens when Copilot adoption works

When teams learn to communicate with intention, everything changes:

- Inboxes get summarised and actioned in minutes, not left to pile up
- Meetings start with a sharper agenda and end with clear next steps
- First drafts appear in minutes instead of a blank page and a deadline
- People stop asking "is this worth using Copilot for" and just do it
- Confidence replaces scepticism, even for the people who gave up on it once

SHELTER

"Investing in this workshop was one of the best decisions we made for our people and culture."

Sarat Kumar, CEO, Shelter

Benefits & Results

The most immediate benefit is momentum: people leave with two or three concrete ways they'll use Copilot the next day, not a vague sense that they should try harder. But the deeper shift is confidence. Once people see Copilot work well in a tool they already use, they stop

treating it as an experiment and start treating it as part of how they work.

What your organization gets

A team that's actually using the licences you're paying for, with smarter meetings, less admin, clearer next steps and better-quality communication across email, meetings and documents. Consistency at scale, not just a handful of enthusiasts getting ahead.

Boots

"Think Productive have helped me leave a legacy here. And their team really do walk the talk, they fully embody their brand."

L&D Manager

Why it matters

Copilot doesn't fail because it isn't capable, it fails because nobody's shown people how to actually use it in the flow of their day.

- Licences sit switched on but unused, so the investment doesn't pay off
- People try Copilot once with a vague prompt, get a generic answer, and give up
- Without a shared starting point, adoption stays patchy: a few enthusiasts, everyone else sceptical

Your workshop. Your way.

We recommend a **2-hour** workshop for a team of up to **20 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:



Formats

In-person | Online



Group size

Recommended: Up to 20 people | Large group: Talk to us



Duration

Standard: 2 hrs | Extended: 3 hrs