

Make Microsoft 365 Copilot genuinely useful.

From prompts to productivity.

Two practical live online sessions to help you get better answers, work more effectively and use Copilot confidently across Microsoft 365.

LIVE ONLINE

TWO FOCUSED SESSIONS

PRACTICAL LEARNING

Copilot is powerful. Knowing how to use it properly makes the difference.

Go beyond quick prompts. Discover useful ways to communicate, organise information, solve everyday problems and make better use of Microsoft 365.

Write more effectively

Improve emails, business documents and presentations while keeping your own voice and judgement.

01

Understand information faster

Summarise material, spot key themes, identify next steps and turn information into action.

02

Ask better questions

Add context, write clearer prompts, test the answers and improve results through follow-ups.

03

Make everyday work easier

Use Copilot more confidently for tasks across the Microsoft 365 apps you already use.

04

A practical masterclass, not an AI lecture

Learn by watching, trying and applying examples that resemble real work.

LIVE DEMONSTRATIONS

See Copilot in action

REAL WORK EXAMPLES

Learn useful prompting habits

REUSABLE TECHNIQUES

Leave with ideas to apply

Explore Copilot across Microsoft 365

01 Copilot Chat & prompting

Explore prompts, instructions, context, follow-up questions and ways to improve the quality of AI responses.

02 Outlook & Teams

Explore email, meeting summaries and action points, including ways to manage information more efficiently.

03 Word & PowerPoint

Explore drafting and refining text, organising ideas and creating content for documents and presentations.

04 Excel & information

Explore how Copilot can help you question data, understand information and identify useful patterns.

AI WITH JUDGEMENT

Understand accuracy, confidentiality, permissions and the importance of checking AI output. Some features require a paid Microsoft 365 Copilot licence; access varies by organisation.

WHO SHOULD ATTEND?

Executive Assistants, PAs, office managers, administrators, managers and other Microsoft 365 professionals. No advanced AI knowledge needed.

YOUR TRAINER

Paul Pennant

Microsoft MVP
Founder of Today's PA

A former Executive Assistant, Paul has over 20 years of specialist Microsoft training experience. He combines deep product knowledge with an understanding of the pressures, priorities and practical demands of everyday office work.

YOUR INVESTMENT

£300 per person

Introductory price

Non-profit rate: £250

Prices and availability confirmed at booking.

Ready to get more from Copilot?

Explore the course, check availability and make an enquiry directly with Today's PA.

VISIT TODAYSPA.CO.UK