

TODAY'S PA PRESENTS

MICROSOFT 365 • AI • AUTOMATION



THE AI & PRODUCTIVITY

Trailblazers

Less manual work.
Smarter ways of working.

Join Microsoft MVP Paul Pennant for a practical live session each month exploring better ways to use Microsoft 365, Copilot and Power Automate.

12 LIVE SESSIONS

RECORDINGS INCLUDED

JOIN THROUGHOUT YEAR

Stop fixing the same problem every week. Improve the workflow instead.

Microsoft 365 has enormous potential, yet work can still be fragmented, repetitive and harder than it needs to be. Trailblazers explores how the tools work together to make everyday work simpler.

Reduce repetitive work

Discover ways to automate routine tasks, reminders, approvals and follow-up activity.

01

Connect Microsoft 365

See how Teams, Outlook, SharePoint, Forms, Lists, Planner and Excel can work together.

02

Use AI with purpose

Explore Copilot, prompting and emerging capabilities through practical work scenarios.

03

Build a better approach

Learn to identify where work gets stuck and choose smarter ways to move it forward.

04

ONE MONTHLY WORKPLACE CHALLENGE

See the issue, explore options and watch useful demonstrations. Leave each session with ideas you can apply in your own work.

What we will explore

01 AI & Microsoft Copilot

Practical prompting, Copilot Chat, useful AI applications and emerging productivity capabilities.

02 Power Automate

Automate notifications, repetitive tasks, approvals and information flows between Microsoft tools.

03 Connected workflows

Get Outlook, Teams, SharePoint, Planner, Lists, Forms and Excel working better together.

04 Everyday productivity

Improve meeting follow-up, information management, reporting and routine business processes.

YOUR TRAILBLAZERS MEMBERSHIP

12 consecutive monthly sessions

Your membership starts with the next scheduled session after you join.

Watch live or catch up

Session recordings remain available during your membership.

First Wednesday each month

5pm-6pm UK time, with live demonstrations and practical examples.

One payment. No renewal.

Join throughout the year; membership does not renew automatically.

YOUR TRAINER

Paul Pennant

Microsoft MVP, founder of Today's PA and former EA, with 20+ years of specialist Microsoft training experience.

WANT TO GO FURTHER?

Explore the EAPA programme

EAPA develops the skills to diagnose, redesign and safely implement better workplace workflows.

SPECIAL LAUNCH OFFER

£300 ~~£400~~

Save £100 if you book by 31 December 2026

Standard price £400 from 1 January 2027.

A single payment for the full membership.

Ready to join?

12 sessions, practical ideas, recordings included. Book online with Today's PA.

[VISIT TODAYSPA.CO.UK](https://todayspa.co.uk)