

COPILOT MASTERCLASS

For Executive Assistants

**2X 2 HOUR SESSIONS | THURS 1 OCTOBER & THURS 8 OCTOBER | LIVE
ONLINE | \$597+GST**

A practical, live Microsoft 365 Copilot program built specifically for the work Executive Assistants actually do.

Across two interactive sessions, EAs will learn how to use Copilot across their everyday Microsoft 365 tools to manage information, prepare executives, improve communications, create high-quality outputs and streamline their workflows.

The Masterclass combines the latest Copilot capabilities with live demonstrations and real EA scenarios, giving participants practical prompts, workflows and techniques they can start using immediately.



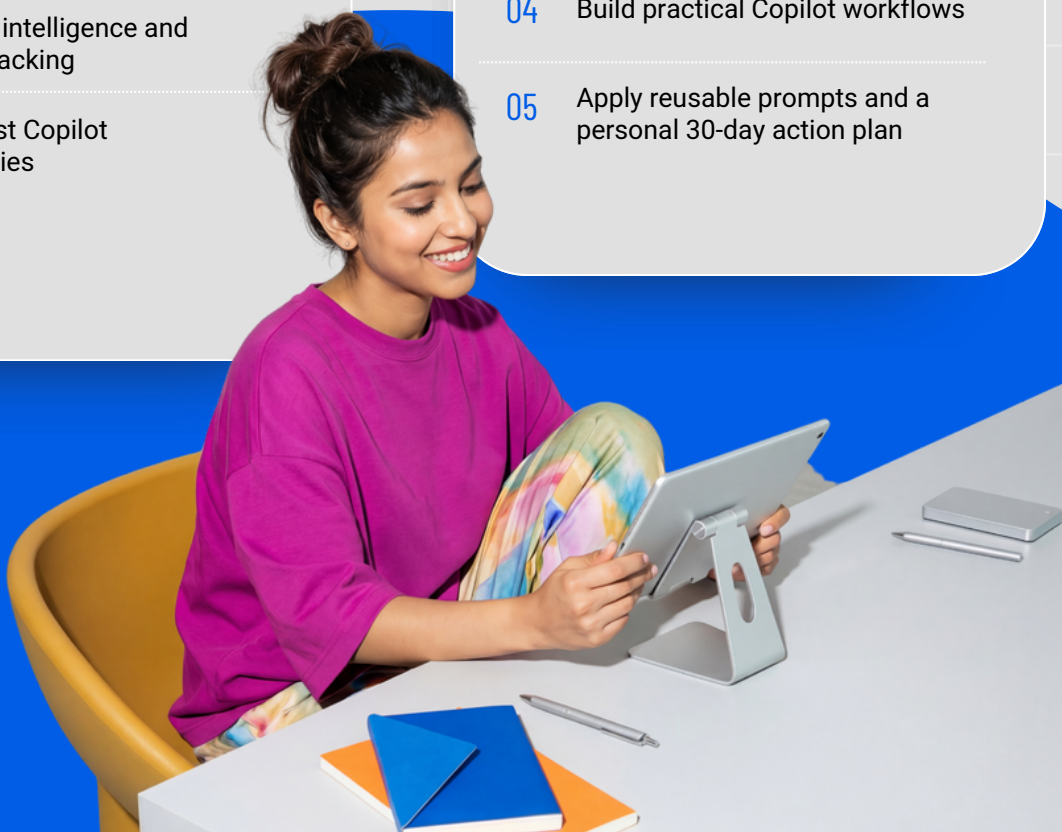
WHAT WE'LL COVER

- 01 Prompting that gets better results
- 02 Inbox, communication and information management
- 03 Executive and meeting preparation
- 04 Meeting intelligence and action tracking
- 05 The latest Copilot capabilities



OUTCOMES TO EXPECT

- 01 Use Copilot more confidently
- 02 Create communications, briefings, reports and presentations faster
- 03 Identify priorities, risks, decisions and actions
- 04 Build practical Copilot workflows
- 05 Apply reusable prompts and a personal 30-day action plan



COURSE SUMMARY

Microsoft Copilot is transforming the way Executive Assistants work. From managing emails and preparing executives for meetings to creating presentations, tracking actions, researching information, and coordinating stakeholders, Copilot can help EAs save time, reduce manual effort, and focus on higher-value work.

This practical virtual programme is designed specifically for Executive Assistants who want to confidently use Microsoft 365 Copilot in their everyday role. Across two interactive Microsoft Teams sessions, participants will learn how to use Copilot efficiently across:

- Outlook
- Teams
- Word
- PowerPoint
- OneNote
- Excel
- SharePoint

The course explores the latest Copilot features and capabilities, including meeting preparation and recap, enterprise search, content creation, document summarisation, action tracking, Copilot Pages, Copilot Agents, AI-powered workflows, and effective prompting techniques.

Rather than focusing on theory, participants will see live demonstrations & work through real Executive Assistant scenarios to solve common workplace challenges. Participants will learn how to use Copilot to manage information overload, prepare executives for important conversations, draft executive-ready communications, identify priorities, organise actions, and streamline day-to-day workflows (+ a whole lot more).

By the end of the programme, participants will have a toolkit of prompts, workflows, and practical techniques they can immediately apply in their role. They will also gain a clear understanding of how the Executive Assistant role is evolving and how Copilot can help them become a more productive, proactive, and future-ready business partner.

LEARNING OUTCOMES

By the end of this programme, participants will be able to:

- Use Microsoft Copilot across Outlook, Teams, Word, PowerPoint, Excel, OneNote, and Copilot Chat.
- Apply effective prompting techniques to generate better Copilot responses and outputs.
- Create executive-ready communications, summaries, reports, presentations, and briefing materials.
- Analyse emails, meetings, documents, and organisational information to identify priorities, risks, and actions.
- Develop practical Copilot workflows that streamline everyday Executive Assistant tasks.
- Use the latest Copilot features, including Copilot Pages, meeting intelligence, enterprise search, and Copilot Agents.
- Evaluate opportunities to automate, accelerate, and elevate administrative work using AI.
- Develop a future-ready approach to partnering with executives in an AI-enabled workplace.

SESSIONS OVERVIEW

Session 1: Foundations & Everyday Productivity

Thursday 1 October | 2 hours

Build the foundations for using Copilot confidently in your day-to-day EA work.

You'll learn how to:

- Write stronger prompts and refine Copilot outputs
- Manage inbox overload and summarise lengthy email threads
- Draft executive-ready communications and stakeholder updates
- Find and synthesise information across Microsoft 365
- Build agendas, meeting briefs and executive preparation materials

Key takeaway: Use Copilot confidently to save time, manage information and improve everyday productivity.

Session 2: Strategic EA Workflows & Advanced Copilot

Thursday 8 October | 2 hours

Take Copilot further with more advanced workflows and the latest capabilities.

You'll learn how to:

- Use Copilot before, during and after meetings
- Capture decisions, actions and follow-ups from Teams meetings
- Create executive reports, briefings and presentations faster
- Use newer features including Copilot Pages and Copilot Agents
- Build your own high-value Copilot workflows and 30-day implementation plan

Key takeaway: Leave with practical workflows, reusable prompts and a clear plan for using Copilot more effectively in your role.

ENROL

