

Microsoft 365 Copilot

*Maximise Copilot's Benefits with
Practical Insights & Strategies*



Welcome

Rosemary Shaker

Head of Digital Employee Experience
Generation-e

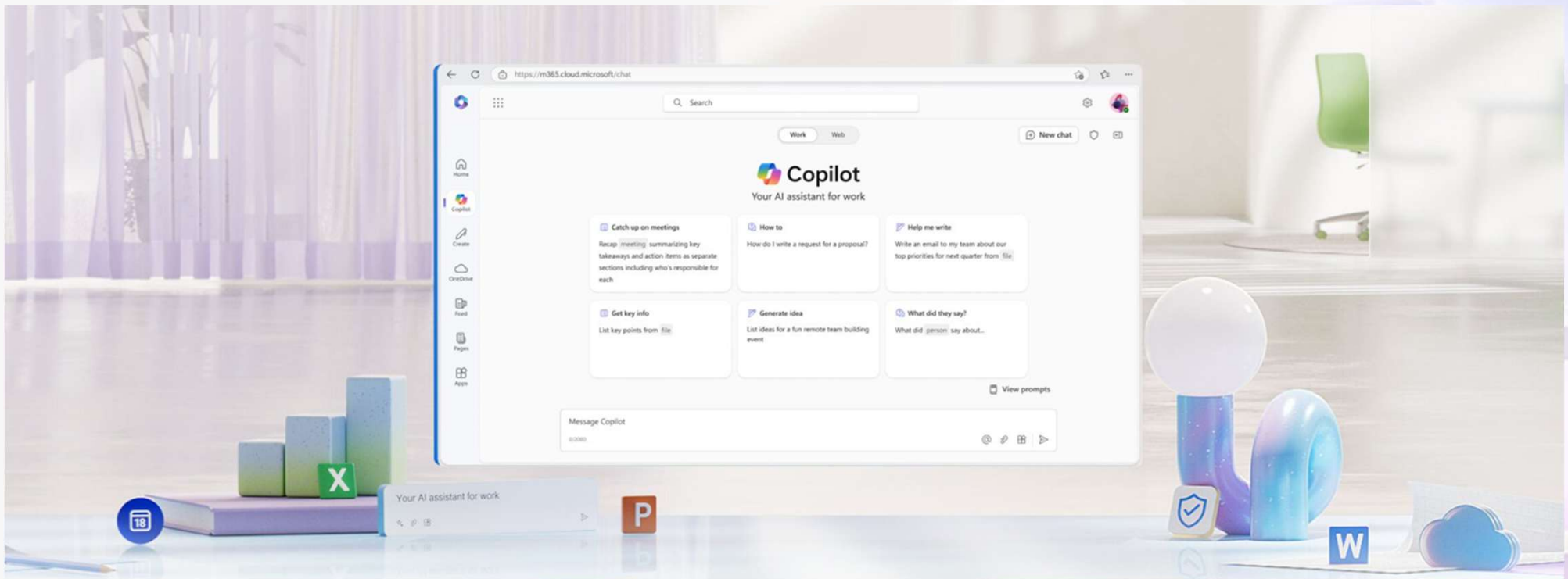


Ben Teoh

Senior Change Manager
Generation-e



What is Microsoft 365 Copilot?



Why Microsoft 365 Copilot Matters?



Security & Responsible AI

Confidence in working safely



Getting work done

Get clarity, get started, get unstuck



Personalisation, processes, possibility

Transforming how we work as individuals, as teams, as an organisation...



... What is getting in the way?

Copilot adoption blockers

What's holding us back?

High (hyped) Expectations

What does transformation actually look like?

Lack of change management

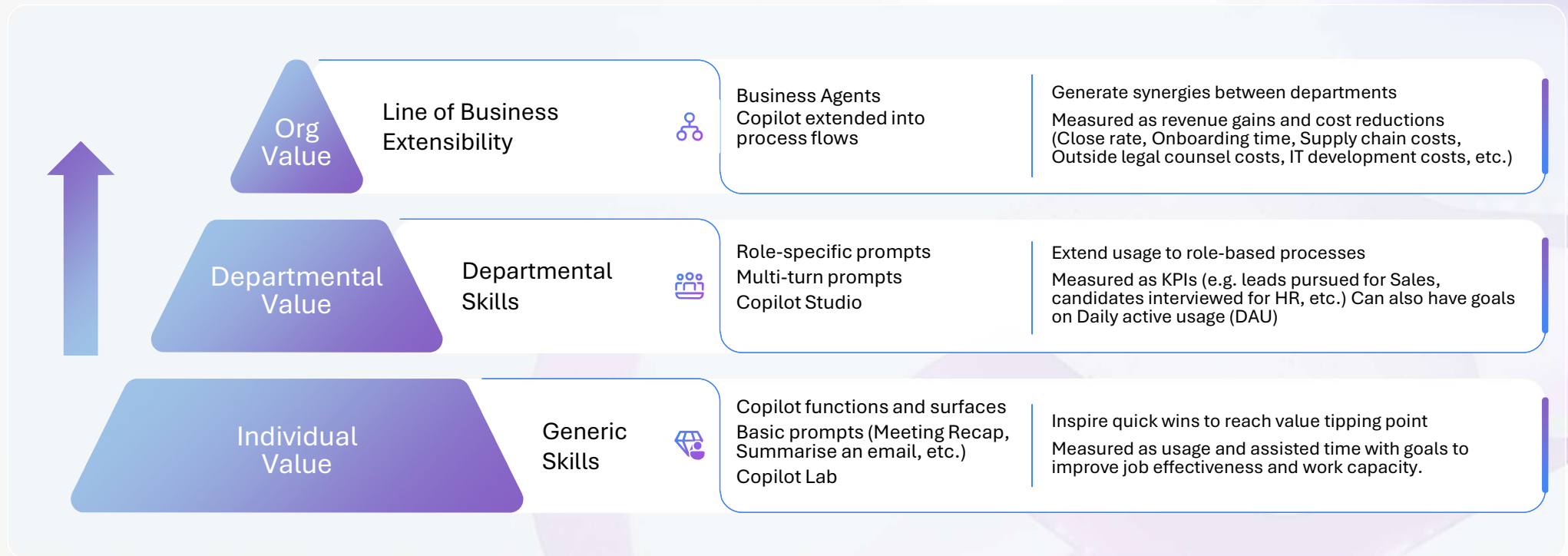
Fear of change
Digital literacy
It's not your usual app
Prompting takes time

The missing middle of leadership

Big vision
Lots of activity
Lack of governance results in hitting the brakes

What it looks like **for organisations**

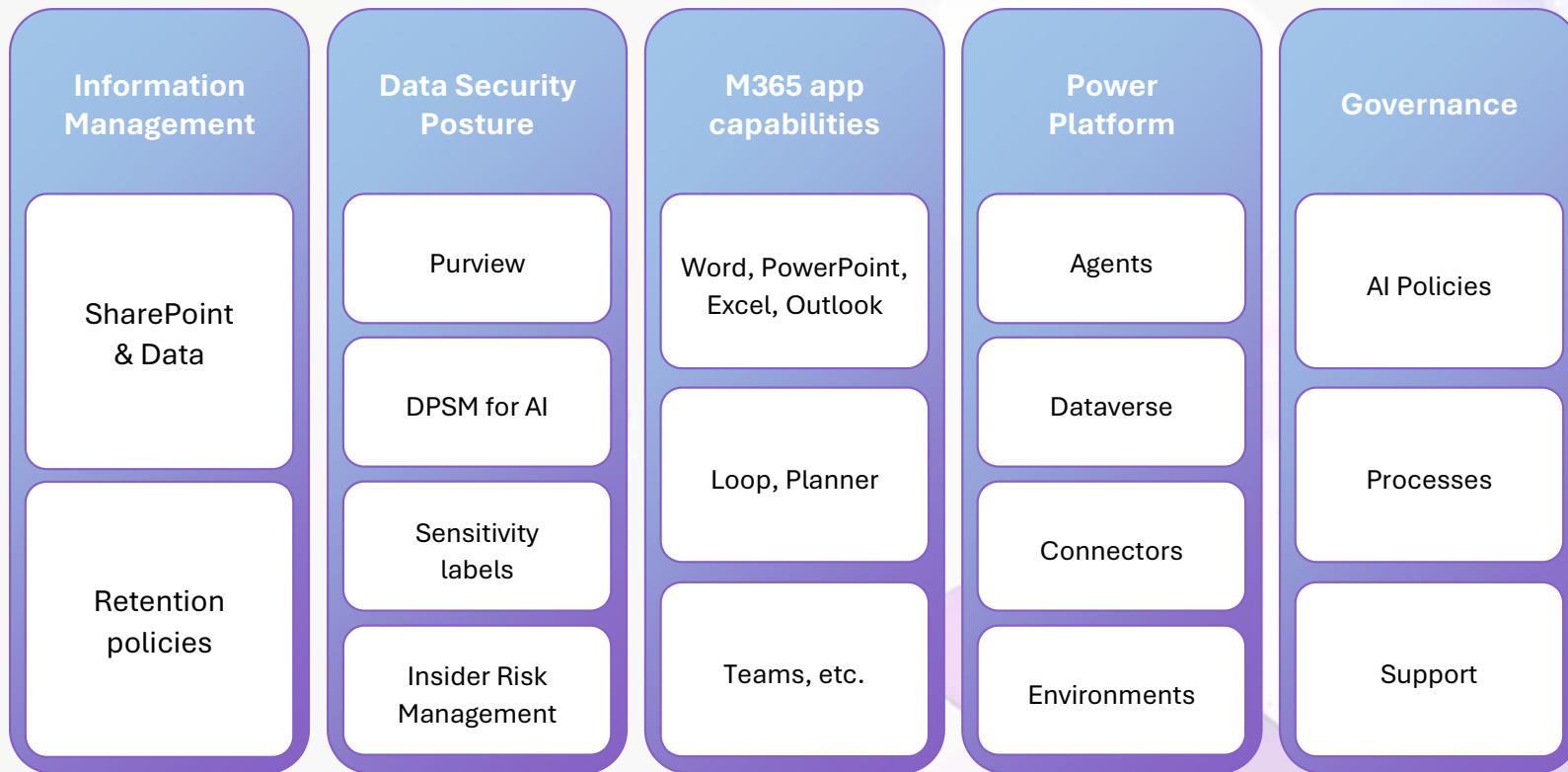
Adoption Journey



What it looks like in reality?



Laying the **technical foundations**



Multi-stream Timeline

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project	Kick-off			M365 Copilot CoE		Publish updates		Impact Survey			Impact Survey	Copilot Show Case	Adoption Survey	
Leadership	Form AI Council		Engage People Leaders	Formal AI policies	Launch	Visible participation				Share success				
Technical	Review Data and IM posture	Review Power Platform	Prepare tenant	Set up Copilot Reports	Assign licenses				Assign Copilot Studio licenses	Enable Agent Builder				
Champions		Engage champs		Onboard Champs	Champ check-in		Champ check-in		Champ check-in		Champ check-in			Champ check-in
M365 Copilot Chat stream					Onboard M365 Copilot Chat	WALK 30 Days of Copilot Chat Intro workshops Lunch & learns				RUN Advanced features Agent Builder				PAYG evaluation for agents
M365 Copilot pilot Stream		Identify high-value scenarios	Engage Pilot cohorts		Onboard M365 Copilot Pilot	WALK 30 Days of Copilot Intro workshops Lunch & learns				RUN Advanced features Agent Builder				M365 Copilot evaluation & Reporting
Copilot Studio stream			Establish Maker guide-lines			Power Platform CoE	Engage Makers		Onboard makers	Copilot Studio enablement				Agent Use Case collection
	Envision			Enable						Embed				

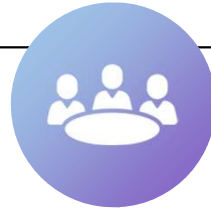
Building momentum with fundamental scenarios

Connecting Copilot to everyday work



Content Generation

Create better first drafts and appealing presentations.



Meeting and collaboration

Harness Copilot's power to make your meetings more efficient.



Personal productivity

Let Copilot save you time in your day-to-day tasks.

Content Creation



Create better first drafts and appealing presentations



WALK

Basic document drafting in word.

Prompt: “Generate a list of innovative marketing campaign ideas for a new product launch targeting Gen Z consumers.”



RUN

Transform your templates to include instructions for Copilot

Each section of your template states the purpose and instruction for copilot follow.

Prompt: Create a new SOP following the structure and instructions in Safe Operating Procedure Template.docx. For details, reference the user manual EMANRefrigeration Factory Oct18.pdf for model EFE4227 and focussing on daily use after installation



Meetings



Harness Copilot's power to make your meetings more efficient.



WALK

Summarizing meetings, creating meeting minutes, and basic use of Copilot in Teams meetings.

Prompt: *Create formal meeting minutes including action items for this meeting.*



RUN

Asking complex questions during sessions, generating advanced summaries and action items, and pulling meeting data into document creation via Copilot chat

Prompt: *Are there any risks or blockers mentioned that could impact timelines or deliverables?*



Personal Productivity



Let Copilot save you time in your day-to-day tasks.



WALK

Managing email, chat, and messages with Copilot, using simple prompts to organize and summarize communications



RUN

Using Copilot chat to consolidate messages across Outlook and Teams, drafting responses, and identifying missed items for follow-up

Wrap up

Copilot is more than an app

- It's a secure, integrated AI experience across Microsoft 365

Success requires more than licences

- It needs governance, change management, leadership and practical enablement.

Transformation starts with individuals

- Quick wins builds momentum

What's next

Ready to maximise Copilot's value in your organisation?

Start with Copilot Chat to build awareness

Align governance, data security, and change management

Empower your people with hands-on training and practical scenarios

Partner with Generation-e to deliver a proven roadmap for success

Q&A



Contact Us

[Register for our next upcoming webinars](#)

AI Agents – 11th September

Explore how to strategically implement AI agents and Copilot to transform team workflows, covering key differences between these technologies and practical deployment using Copilot Studio with secure data protection.

[Register Here](#)

Security & Compliance – 18th September

Learn essential security architecture, governance practices, and compliance frameworks to safely deploy Copilot across your organisation while meeting privacy and regulatory requirements.

[Register Here](#)

Website : www.generation-e.co

Email: sales@generation-e.com.au

Contact us: www.generation-e.co/contact

The deck and recording will be available after this session on our website

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Thank you

