

Copilot for Microsoft 365 User Enablement Specialist (1 Day)

Learn how to drive adoption of Microsoft Copilot for Microsoft 365 using the user enablement framework to create and implement a robust adoption plan.

Audience Profile

This course is designed for user enablement specialists, business leaders, managers, IT professionals, consultants, or anyone involved in the adoption of Microsoft Copilot for Microsoft 365 within their organization.

Class Prerequisites

Experience in the following *is required* for this Copilot class:

- Basic understanding of Microsoft 365
- Familiarity with organizational change management principles
- Experience with deploying or managing enterprise software

Course Benefits

- Learn adoption strategies and techniques tailored to integrate Microsoft Copilot smoothly within your organization.
- Understand the key aspects and benefits of the Microsoft 365 adoption framework to guarantee successful implementation.
- Use case-driven insights to recognize and capitalize on Copilot's capabilities to enhance productivity throughout your company.
- Prepare your technological landscape and staff adequately, ensuring immediate functionality and accessibility.
- Develop specialized training and engagement plans to foster early adoption and in-depth understanding among employees.
- Utilize feedback and analytics to continually refine the deployment and usage of Copilot, maximizing your investment.
- Monitor usage and adoptive behaviors through the Microsoft 365 admin center to track progress and impact.
- Drive user engagement and support through continuous improvement and responsiveness to user needs and challenges.

Course Outline

Explore adoption methods and strategies for the adoption of Microsoft Copilot for Microsoft 365

- Describe the people first strategy
- Describe the Microsoft 365 adoption framework
- Describe the rapid adoption method
- Discover how a global organization empowered its employees by adopting Copilot for Microsoft 365

Envision a successful adoption of Copilot for Microsoft 365

- Assemble your team
- Define a strategy
- Identify and prioritize scenarios
- Establish success measures and reporting plan
- Assess your organization's readiness

Onboard and empower your employees to use Copilot for Microsoft 365 efficiently

- Prepare your technical environment
- Build your Champions and Early Adopters programs
- Build your engagement strategy
- Build your training strategy

Drive value and maximize the impact of Copilot for Microsoft 365 within your organization

- Collect feedback from business users
- Monitor end user adoption
- Measure and report usage in the Microsoft 365 admin center
- Encourage ongoing engagement and support