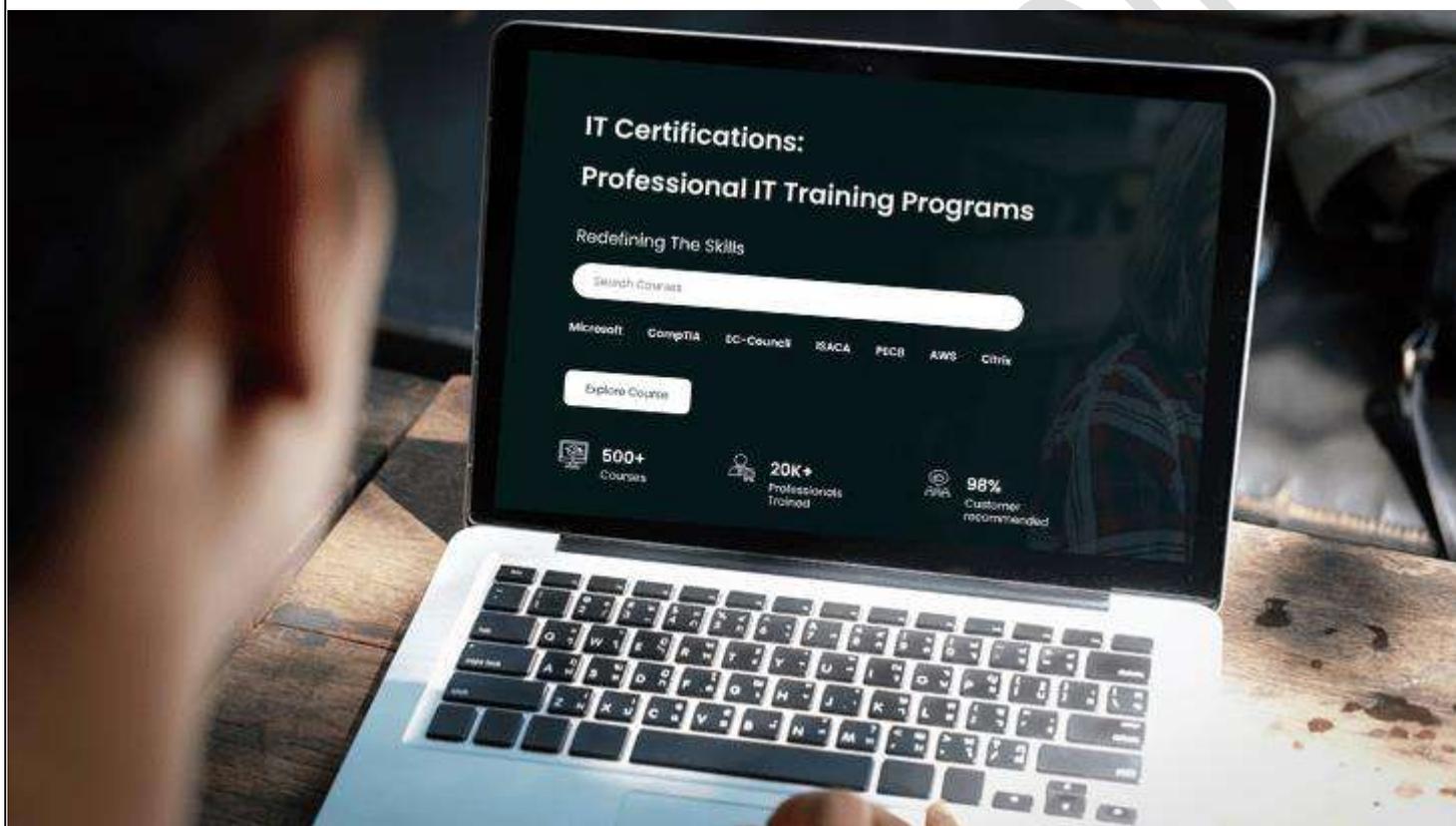# MS-4007: Microsoft 365 Copilot User Enablement Specialist Training

DURATION: 1 DAY

Course Description

This course specializes in designing strategies for AI enhancements for your business needs. Learning about creating successful adoption, effective onboarding, and user empowerment techniques, this course helps in advancing organizational performance by consistently optimizing Copilot for Microsoft 365. This is an excellent course option for business leaders, managers, IT professionals, and consultants.

Note: Students have to bring their own copilot license.

Who should attend this course?

- Service Adoption Specialist

What you will learn

- Gain expertise in adopting Microsoft Copilot for Microsoft 365 with a focus on People First strategy, adoption frameworks, and rapid adoption methods
- Learn to envision successful adoption by identifying key roles, defining user strategies, and assessing organizational readiness
- Master onboarding and empowerment techniques for employees to efficiently use Microsoft Copilot for Microsoft 365
- Drive organizational value and maximize the impact of Microsoft Copilot by engaging users, tracking adoption, and encouraging ongoing use

Prerequisites

- [MS-900T01: Microsoft 365 Fundamentals](#)

Curriculum

Module 1: Get started with Copilot for Microsoft 365

Introduction to Copilot for Microsoft 365

- Describe the purpose and functionalities of Copilot for Microsoft 365.
- Outline the working principles behind Copilot for Microsoft 365.
- Identify the core components integral to Copilot for Microsoft 365.
- Articulate Microsoft's dedication to responsible AI practices.

Explore the possibilities with Copilot for Microsoft 365

- Identify and apply the key features of Copilot for Microsoft 365 in each Microsoft 365 application to enhance your productivity and workflow.
- Understand how Copilot for Microsoft 365 integrates with Teams to provide a centralized hub for all your work-related information.
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.

Optimize and extend Copilot for Microsoft 365

- Describe the best practices for using Copilot for Microsoft 365.
- Understand how to effectively prompt Copilot for Microsoft 365.
- Describe the capabilities of plugins within Copilot for Microsoft 365.

- Understand Microsoft Graph connectors and how they can be used to integrate data from external sources into Copilot for Microsoft 365.

Module 2: Discover how to drive enablement of Copilot for Microsoft 365 in your organization

Explore user enablement strategies for adopting Copilot for Microsoft 365

- Describe the importance of user enablement.
- Describe the three-part approach to becoming AI-powered with Copilot for Microsoft 365.
- Describe the People First strategy and its three key principles.
- Describe the Copilot for Microsoft 365 user enablement framework.
- Discover insights from an organization who adopted Copilot for Microsoft 365 to transform their business.

Envision a successful adoption of Copilot for Microsoft 365

- Understand the key roles needed to assemble the appropriate user enablement team.
- Create an AI council.
- Define a user experience 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

- Establish a Copilot for Microsoft 365 Center of Excellence
- Build a Champion and an Early Adopters Programs
- Build an engagement strategy
- Build a training strategy
- Describe rapid enablement training

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

- Gather feedback from users through listening sessions.
- Track end user adoption through distribution of surveys.
- Review and track Copilot usage in the Microsoft Copilot Dashboard in the Microsoft 365 admin center.
- Conduct monthly service health reviews.
- Encourage ongoing engagement of Copilot for Microsoft 365.

Extend and optimize Copilot for Microsoft 365 in your organization

- Describe the three-part strategy to enhance Copilot for Microsoft 365.
- Design scenarios using the Modern Collaboration Architecture framework.
- Describe how Copilot Studio helps you customize Copilot for Microsoft 365.

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