

Copilot for Leaders

Module 1: Executive Decision-Making with Copilot

- Synthesising information across emails, chats, documents, and data
- Creating executive summaries and actionable insights
- Identifying trends, risks, and priorities to support decisions
- Using effective prompt patterns for leadership scenarios

Module 2: Managing Meetings Effectively with Copilot

- Preparing for leadership and board meetings
- Summarising discussions, decisions, and action items
- Generating follow-ups and tracking accountability
- Reducing meeting overload through AI-driven insights

Module 3: Overseeing Organisational Tasks and Leadership Communication

- Monitoring organisational priorities and ongoing initiatives
- Supporting delegation and alignment across teams
- Drafting executive communications and leadership updates
- Ensuring clarity and consistency in organisational messaging