

Copilot for HR / Legal / Finance

Module 1: Managing and Creating Business-Critical Documents with Copilot

- Using M365 Copilot to create, review, and update structured documents
- Summarising lengthy documents, emails, and files for quick understanding
- Ensuring consistency, accuracy, and clarity in regulated content
- Applying effective prompt patterns for HR, Legal, and Finance use cases

Module 2: Role-Specific Workflows with Copilot

- HR scenarios: Drafting policies, summarising employee documentation, supporting compliance-ready content
- Legal scenarios: Reviewing contracts, identifying key clauses, risks, and obligations, creating summaries
- Finance scenarios: Analysing financial documents and spreadsheets, generating insights and variance explanations

Module 3: Real-World Demonstrations and Responsible Usage

- End-to-end demonstrations tailored to HR, Legal, and Finance roles
- Validating Copilot outputs and applying human judgement in regulated contexts
- Data security, permissions, and responsible AI considerations
- Best practices for adopting Copilot in HR, Legal, and Finance teams