

Copilot for Administrators

Module 1: Automating Administrative Workflows with Copilot

- Understanding how Copilot supports day-to-day administrative tasks
- Automating repetitive workflows across Microsoft 365 apps
- Drafting, updating, and standardising routine content efficiently
- Using effective prompt patterns for administrative workflows

Module 2: Scheduling, Coordination, and Task Management

- Managing calendars, meetings, and schedules with Copilot
- Coordinating meetings, follow-ups, and reminders across teams
- Tracking tasks, action items, and dependencies
- Reducing manual coordination effort with AI-assisted insights

Module 3: Document and Information Management with Copilot

- Creating, organising, and updating documents using Copilot
- Summarising documents, emails, and files for quick reference
- Managing versions, consistency, and document accuracy
- Improving information retrieval and knowledge organisation