

Table of Contents

Microsoft Copilot for Legal Professionals — Practical Training for Everyday Use (Free & Paid Versions)

Duration	1 Day (8 Hours)	Training Level	Beginner / End-User
Target Audience	Legal Team (20 Participants)	Delivery Mode	Instructor-led (Online / Onsite)

COURSE MODULES

Module 1: Welcome & Course Introduction

09:00 – 09:30
30 mins

- Trainer introduction and objectives
- Overview of the day and expected outcomes
- Participant expectations and Q&A;

LEARNING OUTCOMES

- Understand the training goals
- Align expectations for the day

Module 2: Introduction to Microsoft Copilot

09:30 – 10:15
45 mins

- What is Microsoft Copilot?
- The AI landscape and how Copilot fits in
- Copilot architecture (high-level, non-technical)
- Ethical and responsible use in a professional setting

LEARNING OUTCOMES

- Understand what Copilot is and how it works
- Recognize its benefits and limitations
- Understand responsible and safe usage

Module 3: Copilot Free vs. Microsoft 365 Copilot (Paid/Enterprise)

10:15 – 11:00
45 mins

- Feature comparison: Free vs Paid
- Access and licensing
- Capabilities and limitations
- Which version to use for what

LEARNING OUTCOMES

- Compare free and paid versions
- Identify the right tool for different tasks
- Understand what's available in your organization

Tea Break

11:00 – 11:15 | 15 mins

Module 4: Prompting for Better Results

11:15 – 12:15
1 hour

- How to write effective prompts
- The prompt framework (Role, Context, Instruction, Output)

- Prompt examples for legal work
- Refining and iterating prompts
- Common mistakes and how to avoid them

LEARNING OUTCOMES

- Write clear and effective prompts
- Improve the quality of Copilot's responses
- Apply prompting techniques to real legal tasks

Module 5: Using Copilot (Free) – Live Demonstration

12:15 – 13:00
45 mins

- Accessing Copilot free (web)
- Everyday use cases
- Live demo: Q&A, summarization, drafting, research
- Hands-on practice

LEARNING OUTCOMES

- Gain hands-on experience with Copilot free
- Understand its capabilities and limitations
- Explore practical use cases for legal tasks

Lunch Break

13:00 – 14:00 | 1 hour

Module 6: Microsoft 365 Copilot in Legal Workflows (Paid/Enterprise)

14:00 – 15:30
1.5 hours

- Copilot in Word – drafting, summarizing, reviewing
- Copilot in Outlook – email drafting, summarizing threads
- Copilot in Teams – meeting summaries, actions
- Copilot in PowerPoint – creating presentations
- Copilot in Excel – data analysis for legal queries
- Copilot Chat with organizational data (if available)
- Hands-on exercises and scenarios

LEARNING OUTCOMES

- Use Copilot across Microsoft 365 applications
- Apply Copilot to real legal team workflows
- Save time and improve productivity
- Understand how organizational data enhances results

Tea Break

15:30 – 15:45 | 15 mins

Module 7: Legal Use Cases and Practical Exercises

15:45 – 16:30
45 mins

- Summarizing contracts and legal documents
- Extracting key clauses and obligations
- Comparing document versions
- Drafting and reviewing communications
- Creating checklists, timelines, and tables
- Group exercise: Work on sample legal scenarios

LEARNING OUTCOMES

- Apply Copilot to real legal scenarios
- Develop practical skills through guided exercises
- See the value of Copilot in day-to-day legal work

Module 8: Best Practices, Risk Considerations and Closing

16:30 – 17:00
30 mins

- Responsible and secure use of Copilot
- Confidentiality and sensitive/client information
- Hallucinations and verification of AI outputs
- Copyright and IP considerations
- Key takeaways, additional resources and Q&A;

LEARNING OUTCOMES

- Use Copilot safely and responsibly
- Understand risks and mitigation strategies
- Be prepared to start using Copilot effectively