

COURSE OVERVIEW

Course name

AB 730: Transform business workflows with generative AI

DURATION: 1 day

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg 2196

Gauteng

192 on Bram
192 Bram Fischer Drive Ferndale,
Randburg Johannesburg 2160

Cape Town

1st floor, TBE, 3 Bridgeway
Bridgeway Precinct,
Century City 7411

Durban

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Mount Edgecombe
Durban
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COURSE OVERVIEW

In this course, learners will discover how to apply generative AI to streamline daily tasks, enhance decision-making, and drive meaningful business outcomes.

Learners will understand how to use Microsoft 365 Copilot and its functionalities to improve their productivity.

COURSE OBJECTIVES

By the end of this course, you will know how to:

1. Describe the benefits of generative AI
2. Employ Copilot Chat as your assistant
3. Draft and refine content using Microsoft 365 Copilot
4. Analyse and visualise data using Microsoft 365 Copilot
5. Manage meetings and collaboration using Microsoft 365 Copilot
6. Define the role you want Microsoft 365 Copilot to play in your business

AUDIENCE AND PRE-REQUISITES

This course is designed for professionals from a wide range of business functions, such as marketing, sales, operations, product management, customer success, human resources, and finance. The course is suitable for those looking to enhance their productivity, streamline workflows, and confidently demonstrate AI skills in a modern workplace.

RELATED CERTIFICATIONS

Microsoft Certified: AI Business Professional

COURSE OUTLINE

Module 1: Explore the business value of generative AI solutions

Module 1 introduces the foundational concepts of generative AI and its impact on business value.

- What is generative AI?
- Understand responsible AI
- Microsoft 365 Copilot as your workflow companion

Module 2: Drive business value with AI solutions

Learn about Microsoft 365 Copilot Chat, a tool that leverages generative AI to enhance productivity and streamline workflows.

- What is Copilot Chat?
- Write effective prompts to optimise Copilot responses
- Manage prompts and conversations in Copilot Chat
- What are Copilot Agents?

Module 3: Draft and refine business content using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to create a first draft of your document, then edit and enhance your content creation process to improve efficiency and collaboration.

- Draft your content using Microsoft 365 Copilot
- Research and gather information using the Researcher Agent

Module 4: Analyse and visualise data using Microsoft 365 Copilot

This module discusses Microsoft 365 Copilot. It highlights how to analyse and visualize data effectively.

- Analyse data workflows in Excel with Copilot
- Generate insights using the Analyst Agent

Module 5: Manage meetings and collaboration using Microsoft 365 Copilot

This module discusses how Microsoft 365 Copilot helps you manage meetings and enhance collaboration effectively.

- Streamline meeting preparation and follow ups with Copilot
- Enhance collaboration with Copilot Chat, Pages and Notebooks

Module 6: Define the role you want Microsoft 365 to play in your business workflow

This module provides an opportunity for you to consider how to effectively use Microsoft 365 Copilot in various business scenarios, such as drafting client proposals and creating executive summaries.

- Prepare a weekly status report
- Build a client proposal presentation
- Create an executive summary

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client