

MQA APPROVED

Artificial Intelligence Masterclass

Boosting Productivity with Microsoft 365 Copilot

DAY 1
29th April 2025

OR

DAY 2
2nd May 2025

TIME
09:00 - 5:00 pm

VENUE
Royal Green, Reduit Triangle, Moka

INVESTMENT
Rs 38,000 per participant

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About Mind Initiatives

Founded in 2008, Mind Initiatives is a leading training provider in Mauritius, committed to equipping professionals and businesses with future-ready skills. Specialising in innovation, leadership, and digital transformation, the organization offers expert-led, hands-on programmes that bridge the gap between knowledge and real-world application.

Mind Initiatives is also the force behind Brand Magic, Mauritius's only annual branding conference since 2015, which features the launch of the Brand Book and the Top Brands of Mauritius Awards, conducted in collaboration with Kantar.

Whether through corporate training, AI branding workshops, or executive development, Mind Initiatives empowers individuals and organisations to thrive in a competitive world through continuous learning and practical expertise.

Introduction

Microsoft Copilot is transforming the way business users interact with Microsoft 365 applications by integrating AI-driven assistance into daily workflows. This one-day hands-on training is designed to help business users maximize productivity and efficiency using Copilot within Word, Excel, Outlook, PowerPoint, and Teams.

Choose Your Experience

Day 1

Deal for participants who already have a Microsoft 365 Copilot license.

Please bring your laptop for realtime exercises.

Day 2

Designed for those who aspire to have a Copilot license and are eager to explore what is possible through guided demos.

Training Objectives

By the end of the training, participants will:

* Understand the role of Microsoft Copilot in Microsoft 365.
* Learn how to leverage Copilot for document creation, data analysis, email management, presentations, and collaboration.
* Gain hands-on experience with real-world business scenarios.
* Improve efficiency through AI-driven automation.

Learning Outcomes

By the end of the training, participants will be able to:

* Automate document creation and formatting in Microsoft Word.
* Enhance email communication and inbox management with AI assistance in Outlook.
* Analyze and generate reports effortlessly in Excel.
* Create professional PowerPoint presentations with AI-driven enhancements.
* Utilize Copilot in Teams to improve meeting productivity and collaboration.
* Apply AI-driven workflows in their daily business operations.



Target Audience

01

Business professionals who use Microsoft 365 applications.

02

Non-technical users looking to improve productivity with AI.

03

Managers, executives, and administrative staff.

Format



Face-to-Face

Duration



Theory: 2hrs45mins
Practical: 3hrs30mins
Total: 6hrs15mins

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Rs. 38,000 per participant

Agenda

TIME	ACTIVITY
08:30 - 09:00	Registration & Welcome Tea Break
09:00 - 09:30	Introduction to Microsoft Copilot (What it is, why it matters, and its impact on productivity)
09:30 - 10:30	Copilot in Word & Outlook (Document creation, email drafting, summarization, meeting scheduling)
10:30 - 10:45	Tea Break
10:45 - 12:00	Copilot in Excel (Data analysis, report generation, forecasting)
12:00 - 13:00	Lunch Break
13:00 - 14:30	Copilot in PowerPoint (Creating and enhancing presentations with AI)
14:30 - 14:45	Tea Break
14:45 - 16:15	Copilot in Teams (Meeting summaries, chat assistance, collaboration)
16:00 - 16:30	Summary: practical exercise
16:30- 17:00	Q&A and Wrap-up (Discussion on how to integrate Copilot into daily workflows)

Trainer

HANNA ENGEL



Hanna Engel is a recognized Microsoft Most Valuable Professional (MVP) and Microsoft Certified Trainer (MCT) with over five years of expertise in Microsoft technologies.

As an Azure AI Lead, she is passionate about empowering businesses through AI-driven productivity solutions. She specializes in Microsoft Copilot in M365, demonstrating how to streamline workflows and enhance efficiency for diverse audiences, from non-technical users to executives. Her ability to demystify complex technology makes her a highly sought-after speaker and trainer.

THANK YOU

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