



CoPilot for Employees

Solve Problems Smarter with Generative AI

The CoPilot for Employees is a practical, hands-on program built to help participants understand and apply Microsoft CoPilot for Enterprise in the workplace. Through real-world exercises and live demonstrations, participants will explore how CoPilot is reshaping daily workflows across Microsoft 365, from content creation and data analysis to process automation and decision support. This course goes beyond the surface, covering how large language models actually work, where they fall short, and how to use them responsibly. Participants will leave with a clear understanding of how CoPilot is shifting workplace roles from data entry toward management, problem-solving, and critical thinking.

What will trainees learn?

- How Generative AI Actually Works
- CoPilot-Powered Workflow Automation
- Prompt Engineering Fundamentals
- Microsoft CoPilot for Enterprise in Action
- Content Creation and Data Analysis with CoPilot
- AI Limitations and Risk Awareness
- Integrating CoPilot into Microsoft 365 Workflows
- Ethics, Compliance, and AI Law
- Real-World Problem Solving with CoPilot
- Future-Proofing Your Workforce

How will this training benefit your company and employees?

Participants will develop practical skills in using Microsoft CoPilot for Enterprise across everyday business tasks, understanding how AI models work and where they break down, writing effective prompts, automating repetitive processes with CoPilot and Microsoft 365, navigating compliance requirements (FEHA, CCPA, and emerging AI regulations), and building a strategy for responsible AI adoption. This training positions your team to lead, not react, as AI continues to reshape the workplace.

Training is recommended to be deployed in 4- or 8-hour blocks for a total of 8 hours. Content is customized to audience and industry.



MACRO Development is a trusted provider of comprehensive employer training programs, specializing in Generative AI, Microsoft 365, and workforce development. With deep expertise in both technology and business operations, our facilitator delivers practical, customized training that meets your team where they are. We help organizations build real AI competency, not just awareness.