

Copilot for Meetings

Run More Effective Meetings with Less Administrative Effort

1-Hour Workshop

Meetings are essential for collaboration, decision-making, and project success, but they often require significant time for preparation, note-taking, follow-up, and action tracking. Microsoft Copilot helps reduce this administrative burden by providing AI-powered assistance before, during, and after meetings.

This practical one-hour workshop demonstrates how Microsoft Copilot can help professionals prepare more effectively, stay informed during discussions, capture key decisions, and automate meeting follow-up activities. Participants will learn how to use Copilot to turn meetings into more productive, action-oriented events while saving valuable time.

Whether you lead meetings, participate in project discussions, manage stakeholders, or coordinate teams, this workshop will help you maximize the value of every meeting.

Business Benefits

Many professionals spend hours each week:

- Preparing for meetings
- Reviewing previous discussions
- Taking notes
- Creating meeting summaries
- Tracking actions and decisions
- Following up with attendees

Microsoft Copilot can streamline these activities, allowing employees to focus on participation, collaboration, and decision-making.

This workshop will help participants:

- Reduce meeting preparation time
- Improve meeting effectiveness
- Capture decisions and actions more accurately
- Eliminate manual notetaking where appropriate
- Accelerate meeting follow-up communications
- Improve accountability and action tracking

Organisations invest significant time in meetings every day. Microsoft Copilot helps teams spend less time on meeting administration and more time on collaboration, decision-making, and delivering outcomes. By automating preparation, capturing key information, and simplifying

follow-up, employees can increase productivity while improving the quality and effectiveness of meetings.

Learning Outcomes

After completing this workshop, participants will be able to:

- Use Copilot to prepare for meetings efficiently
 - Generate meeting agendas and discussion topics
 - Access meeting information and context quickly
 - Identify key decisions, actions, and commitments
 - Create post-meeting summaries and communications
 - Improve action tracking and accountability
 - Apply practical Copilot prompts throughout the meeting lifecycle
 - Reduce time spent on administrative meeting tasks
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Target Audience

This workshop is ideal for:

- Managers and Team Leaders
 - Project Managers and Coordinators
 - Executive Assistants
 - Administrative Professionals
 - Business Analysts
 - Team Members who regularly attend meetings
 - Anyone looking to improve meeting productivity using Microsoft Copilot
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Delivery Method

This interactive workshop combines live demonstrations, practical examples, and real-world meeting scenarios. Participants will learn immediately applicable techniques that can be incorporated into their daily work routines.

Duration & Cost

1 Hour Instructor-Led Workshop

Cost: \$150+GST per person

Prerequisites

- Microsoft 365 Copilot licence
 - Basic familiarity with Microsoft Teams and Outlook
 - Experience participating in workplace meetings
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Workshop Content

Prepare for Meetings Faster

Learn how Copilot can help gather context from previous meetings, related emails, files, and conversations to provide a comprehensive overview before the meeting starts.

Business Outcome

Arrive prepared with less effort and a clearer understanding of the meeting context.

Create Better Agendas and Discussion Points

Discover how Copilot can assist with building agendas, identifying key topics, and suggesting talking points to keep meetings focused and productive.

Business Outcome

Run more structured meetings that achieve better outcomes.

Stay Informed During Meetings

Learn how Copilot can answer questions, clarify discussions, and help participants quickly understand meeting content without disruption.

Business Outcome

Improve engagement and reduce the risk of missing important information.

Capture Decisions and Action Items

Explore how Copilot identifies key decisions, tasks, commitments, and responsibilities discussed during meetings.

Business Outcome

Improve accountability and ensure actions are clearly documented.

Automate Meeting Follow-Up

Learn how to generate meeting summaries, stakeholder updates, and follow-up communications quickly and consistently.

Business Outcome

Reduce administrative effort while improving communication and transparency.

Develop Effective Copilot Prompting Skills

Understand how to create prompts that generate useful meeting insights before, during, and after meetings.

Business Outcome

Maximise the value of Microsoft Copilot across everyday collaboration activities.
