

Copilot for Managers

Lead More Effectively with AI-Powered Insights, Reporting, and Decision Support

4-Hour - Transform Information into Action. Faster Decisions. Better Outcomes.

Today's managers are expected to absorb vast amounts of information, lead productive teams, monitor projects, communicate with stakeholders, prepare reports, and contribute to strategic planning initiatives. As organisations embrace Artificial Intelligence, Microsoft 365 Copilot is emerging as a powerful management assistant that helps leaders spend less time gathering information and more time acting on it.

Integrated across Microsoft Teams, Outlook, Word, PowerPoint, Excel, and Microsoft 365 Chat, Copilot can help managers summarise meetings, identify actions, prepare project updates, develop reports, analyse business information, and support strategic thinking. These capabilities are reflected across existing Microsoft Copilot productivity, meeting management, reporting, and cross-application workflow materials.

Copilot for Managers is a practical, hands-on programme designed to help people leaders leverage Microsoft Copilot to improve productivity, enhance communication, accelerate reporting, strengthen project oversight, and support better business decisions.

Managers often spend hours each week:

- Reading and responding to emails
- Attending meetings
- Preparing reports
- Tracking actions and deliverables
- Monitoring project progress
- Developing presentations
- Gathering information for decision-making

Microsoft Copilot can dramatically reduce this administrative burden while improving the quality and timeliness of information available to leaders.

Business Outcomes

- Reduce time spent preparing reports and updates
- Capture meeting outcomes automatically
- Improve visibility of projects, risks, and priorities
- Create executive communications faster
- Support strategic planning and decision-making
- Gain insights from organisational information
- Improve stakeholder engagement
- Increase personal and team productivity

Target Audience

This programme is ideal for:

- Managers
- Team Leaders
- Department Heads
- Project Managers
- Programme Managers
- Operations Managers
- Business Unit Leaders
- Practice Managers
- Senior Supervisors
- Emerging Leaders

Prerequisites

Participants should have a working knowledge of Microsoft Outlook, Teams, Word, Excel, and PowerPoint.

Program Objectives

By the end of this programme participants will be able to:

- Use Copilot to prepare for and follow up on meetings
 - Generate project and operational updates quickly
 - Create management reports and executive summaries efficiently
 - Analyse information and identify key insights
 - Build strategic planning and decision-support documents
 - Develop presentations and leadership communications faster
 - Apply effective prompting techniques to obtain better results
 - Leverage Copilot safely and responsibly in a business environment
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Microsoft Copilot for Modern Managers

Understand how Copilot supports leadership, communication, reporting, and decision-making across Microsoft 365.

Key Topics

- Understanding Microsoft 365 Copilot
- Copilot Chat versus Copilot within applications
- How Copilot accesses organisational information

- Enterprise Data Protection
- AI capabilities and limitations
- Responsible AI practices

Business Outcome

Understand where Copilot can generate the greatest value within a management role.

Meeting Preparation, Summaries and Follow-Up

Transform meetings into action by reducing administration and improving accountability.

Key Topics

- Preparing for meetings with Copilot
- Summarising discussions and key decisions
- Capturing action items automatically
- Identifying unresolved issues
- Creating stakeholder updates
- Producing executive meeting summaries
- Following up on agreed actions

Business Outcome

Improve meeting effectiveness and ensure agreed actions are followed through.

Project Updates and Team Visibility

Gain greater oversight of initiatives, deliverables, and operational priorities.

Key Topics

- Creating project status updates
- Summarising information from multiple sources
- Tracking project milestones
- Reporting progress and outcomes
- Monitoring risks and issues
- Preparing leadership updates

Business Outcome

Increase visibility of project performance while reducing reporting effort.

Management Reporting and Executive Communication

Create professional management reports and strategic communications faster.

Key Topics

- Executive summaries
- Department reports
- Operational updates
- Leadership briefings
- Stakeholder communications
- Board reporting support

Business Outcome

Reduce report preparation time while improving consistency and professionalism.

Strategic Planning and Decision Support

Use Copilot as a thought partner for planning, problem-solving, and decision-making.

Key Topics

- Strategic planning frameworks
- SWOT analysis support
- Opportunity identification
- Risk analysis
- Business case development
- Action planning
- Scenario evaluation
- Brainstorming and innovation

Business Outcome

Support higher-quality decisions through structured analysis and AI-assisted thinking.

Creating Leadership Documents and Presentations

Produce professional documentation and presentations with greater speed and consistency.

Key Topics

Copilot in Word

- Drafting reports
- Creating business cases
- Preparing strategic documents
- Summarising information

Copilot in PowerPoint

- Creating presentations from documents
- Building executive briefing packs
- Developing strategic presentations
- Generating speaker notes

Business Outcome

Accelerate the creation of leadership communications and strategic presentations.

Data Analysis and Performance Insights

Use Copilot in Excel to transform data into meaningful business insights.

Key Topics

- Identifying trends and patterns
- Analysing operational performance
- Generating charts and visualisations
- Creating executive summaries
- Understanding business metrics
- Supporting evidence-based decisions

Business Outcome

Improve decision-making through faster access to data-driven insights.

Building Your Personal Copilot Leadership Toolkit

Develop a practical roadmap for integrating Copilot into everyday management activities.

Key Topics

- Daily management use cases
- Recommended prompts
- Productivity opportunities
- AI best practices
- Personal action planning

Business Outcome

Ensure immediate workplace application following the programme.

Learning Approach

This workshop combines:

- Instructor-led demonstrations
- Real-world business examples
- Interactive discussions
- Practical AI exercises

Participants leave with practical techniques that can be applied immediately in the workplace.

Included with the Program

Participants receive:

- Comprehensive course workbook
 - Manager Prompt Library
 - Meeting Summary Templates
 - Strategic Planning Prompt Guide
 - Management Reporting Templates
 - Business Case Frameworks
 - Practical Exercises and Examples
 - Certificate of Completion
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Delivery Options

Course: Copilot for Managers

Duration: 4 Hours

Cost: \$450+GST per person

Delivery: Classroom or Virtual Instructor-Led Training

Level: Intermediate

Audience: Managers, Team Leaders, Project Managers, Department Heads, and Business Leaders

2027 Dates (9am to 1pm):

- Tuesday, 9 February 2027
- Friday, 12 March 2027
- Friday, 16 April 2027
- Thursday, 20 May 2027
- Wednesday, 23 June 2027
- Wednesday, 28 July 2027
- Tuesday, 31 August 2027
- Friday, 1 October 2027
- Thursday, 4 November 2027
- Wednesday, 8 December 2027

Business Benefits

Organisations investing in this programme can expect managers to:

- Improve leadership productivity
- Reduce administrative workload
- Strengthen project visibility and governance
- Enhance communication with stakeholders
- Deliver better-quality reports and updates
- Improve decision-making capability
- Increase confidence using AI tools
- Accelerate the adoption of Microsoft Copilot

Software Solutions

Empowering Managers to Lead More Strategically, Communicate More Effectively, and Make Better Decisions with Microsoft 365 Copilot.

Practical Microsoft Copilot training designed to help managers reduce administration, improve productivity, strengthen decision-making, and unlock the full value of AI-powered leadership.