COURSE OUTLINE

Microsoft
Solutions Partner
Microsoft Cloud

Training Services

Course Name: Discover how successful drive adoption of Microsoft Copilot for Microsoft 365 in your organization

Course Code: MS-MS4007

DELIVERY	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Days	Beginner	In Class/VILT	N/A	Microsoft 365

Course Overview

Learn how to drive adoption of Microsoft Copilot for Microsoft 365 adoption framework to create and implement a robust adoption plan.

- Delegates must have an active licence for Copilot M365 enabled.

Prerequisites

Get started with Copilot for Microsoft 365

Course Content

Module 1: Explore adoption methods and strategies for the adoption of Microsoft Copilot for Microsoft 365

Learn about the key principles within the people first strategy, the Microsoft 365 adoption framework, and rapid adoption method.

Lessons

– Introduction.

– Describe the people first strategy.

– Describe the Microsoft 365 adoption framework.

– Describe the rapid adoption method.

– Discover how a global organization empowered its employees by adopting Copilot for Microsoft 365.

– Knowledge check.

By the end of this module, you'll be able to:

– Describe the People First strategy and the three key principles within its framework.

– Describe the Microsoft 365 adoption framework.

– Describe the rapid adoption method.

– Discover insights from an organization who adopted Copilot for Microsoft 365 to transform their business.

Module 2: Envision a successful adoption of Copilot for Microsoft 365

Learn about the first phase, Envision, in the Microsoft 365 adoption framework and how to set the foundation for a transformative adoption process of Copilot for Microsoft 365.

Lessons

– Introduction.

– Assemble your team.

– Define a strategy.

– Identify and prioritize scenarios.

 – Establish success measures and reporting plan.

 – Assess your organization's readiness.

– Knowledge check. By the end of this module, you'll be able to:

– Understand the key roles needed to assemble the appropriate technology enablement team.

– Define a user experience strategy.

 – Identify and prioritize scenarios.

 – Establish success measures and reporting plan.

– Assess your organization's readiness.

Module 3: Onboard and empower your employees to use Copilot for Microsoft 365 efficiently

 Learn about the second phase, Onboard, in the Microsoft 365 adoption framework and how to empower your employees to use Copilot for Microsoft 365 effectively and efficiently.

Lessons

– Introduction.

– Prepare your technical environment.

– Build your Champions and Early Adopters programs.

– Build your engagement strategy.

– Build your training strategy.

– Knowledge check.

By the end of this module, you'll be able to:

– Prepare your technical environment for Copilot for Microsoft 365.

 – Build your own Microsoft Copilot Center of Excellence.

 – Build a Champion and an Early Adopters Program.

– Build an engagement strategy.

 – Build a training strategy and implement rapid adoption motions

Module 4: Drive value and maximize the impact of Copilot for Microsoft 365 within your organization

 Learn about the third phase, Drive Value, in the Microsoft 365 adoption framework and how to maximize the value and impact of Copilot for Microsoft 365 for your employees and in your organization.

Lessons

 – Introduction.

– Collect feedback from business users.

 – Monitor end user adoption.

– Measure and report usage in the Microsoft 365 admin center.

– Encourage ongoing engagement and support.

 – Knowledge check. By the end of this module, you'll be able to:

– Gather feedback from users and stakeholders.

– Track end user adoption through distribution of surveys.

– Review and track adoption score and usage reports in the Microsoft 365 admin center.

– Encourage ongoing engagement of Copilot for Microsoft 365.

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