

# MS-4007: MS 365 Copilot End User Enablement

**Price:** 695

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

### About this Course

In this engaging course, participants will discover how to efficiently drive the adoption of Microsoft Copilot for Microsoft 365 in their organizations. You'll learn key adoption methods, including the People First strategy and the Microsoft 365 adoption framework, and how to prepare for a successful rollout by forming a technology enablement team and crafting a user experience strategy. The course will guide them through the steps of onboarding employees, creating a Copilot Center of Excellence, and implementing rapid adoption strategies. Additionally, it focuses on maximizing Copilot's value through user feedback, adoption tracking, and promoting ongoing engagement, all aimed at enhancing business efficiency and productivity.

### Audience Profile

Service Adoption Specialist

### At Course Completion

Gain expertise in adopting Microsoft Copilot for Microsoft 365 with a focus on People First strategy, adoption frameworks, and rapid adoption methods

Learn to envision successful adoption by identifying key roles, defining user strategies, and assessing organizational readiness

Master onboarding and empowerment techniques for employees to efficiently use Microsoft Copilot for Microsoft 365

Drive organizational value and maximize the impact of Microsoft Copilot by engaging users, tracking adoption, and encouraging ongoing use

## Outline

Explore adoption methods and strategies for the adoption of Microsoft Copilot for Microsoft 365

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

Envision a successful adoption of Copilot for Microsoft 365

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

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

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

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

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

## Course Schedule

Date	Time	Price	Options
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## Why Professional Choose TOPTALENT?

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For questions

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### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

**How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

**What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

**What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

**What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.