



PROFESSIONAL
DEVELOPMENT
TRAINING

Mastering AI for Workplace Productivity - 2 Days

 016 299 1479

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 2.0 DAY COURSE

This practical course introduces participants to Artificial Intelligence (AI) and Microsoft Copilot in the workplace. Participants will explore how Copilot can support everyday business tasks such as writing documents, managing emails, analysing data, and creating presentations.

The course also covers practical prompting techniques using CPF and EPV frameworks, along with strategies for reviewing AI-generated content for accuracy, relevance, and responsible use.

What You'll Gain:

Workplaces are rapidly adopting AI tools to improve productivity, communication, and decision-making. Microsoft Copilot integrates AI directly into Microsoft 365 applications, helping users work more efficiently while reducing time spent on routine tasks.

This course has been designed to help participants confidently use Copilot within Word, Outlook, Excel, and PowerPoint. Through practical activities and workplace examples, participants will learn how to apply AI effectively and develop an action plan for integrating these tools into their own role.

Outcomes

After completing this course participants will be able to:

- Explain how AI and Microsoft Copilot support workplace productivity.
- Identify practical AI use cases for communication, documentation, reporting, and analysis.
- Construct effective prompts using our CPF and our EPV.
- Apply Microsoft Copilot in Word to draft, improve, and summarise documents.
- Apply Microsoft Copilot in Outlook to draft emails, summarise threads, and improve communication.
- Apply Microsoft Copilot in Excel to summarise data and generate insights.
- Apply Microsoft Copilot in PowerPoint to structure presentations and speaker notes.
- Review AI outputs for accuracy, tone, relevance, and responsible usage.



- Develop a personal AI and Copilot action plan for workplace application.

Modules

Lesson 1: AI in the Workplace

- AI Opportunity Map
- Module Reflection

Lesson 2: AI Capabilities, Limits and Risks

- AI Output Review
- Responsible AI Checklist

Lesson 3: AI for Productivity

- Activity: Improve a Raw Work Note
- Module Reflection

Lesson 4: Prompt Engineering Core Skills

- Our CPF and Our EPV
- Activity: Rewrite Weak Prompts
- My Prompt Bank

Lesson 5: Microsoft Copilot Ecosystem

Lesson 6: Copilot for Word and Outlook

Lesson 7: Copilot for Excel and PowerPoint

Lesson 8: Real Work Simulation

Talk to our expert team

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