**Practice Prompts – Learning & Content Delivery Focus**

**Production**

**Copilot in Outlook:**

* Can you draft an email to the production team about the upcoming project deadlines?
* Summarize the latest production reports and send them to my manager.
* Schedule a meeting with the production team to discuss the new workflow.
* Create a follow-up email for the production issues raised in the last meeting.
* Send a reminder to the production team about the safety protocols.

**Copilot in Teams:**

* Post an update in the production channel about the new equipment installation.
* Share the latest production metrics in the team chat.
* Set up a Teams meeting with the production supervisors for a status update.
* Create a poll in the production group to gather feedback on the new process.
* Send a message to the production team about the upcoming maintenance schedule.

**School Service Delivery**

**Copilot in Outlook:**

* Draft an email to the school administrators about the new service delivery plan.
* Summarize the feedback from the recent school service delivery survey and send it to the team.
* Schedule a meeting with the school service delivery team to discuss the implementation strategy.
* Create a follow-up email for the issues raised in the school service delivery meeting.
* Send a reminder to the school service delivery team about the upcoming training session.

**Copilot in Teams:**

* Post an update in the school service delivery channel about the new initiatives.
* Share the latest service delivery metrics in the team chat.
* Set up a Teams meeting with the school service delivery coordinators for a status update.
* Create a poll in the school service delivery group to gather feedback on the new services.
* Send a message to the school service delivery team about the upcoming evaluation.

**Test Center Operations**

**Copilot in Outlook:**

* Draft an email to the test center staff about the new operational guidelines.
* Summarize the recent test center performance reports and send them to the management.
* Schedule a meeting with the test center operations team to discuss the new procedures.
* Create a follow-up email for the issues raised in the test center operations meeting.
* Send a reminder to the test center staff about the upcoming audit.

**Copilot in Teams:**

* Post an update in the test center operations channel about the new testing protocols.
* Share the latest test center performance metrics in the team chat.
* Set up a Teams meeting with the test center supervisors for a status update.
* Create a poll in the test center operations group to gather feedback on the new guidelines.
* Send a message to the test center staff about the upcoming training session.

**Evaluation**

**Copilot in Outlook:**

* Draft an email to the evaluation team about the new assessment criteria.
* Summarize the recent evaluation reports and send them to the stakeholders.
* Schedule a meeting with the evaluation team to discuss the findings.
* Create a follow-up email for the issues raised in the evaluation meeting.
* Send a reminder to the evaluation team about the upcoming review session.

**Copilot in Teams:**

* Post an update in the evaluation channel about the new assessment tools.
* Share the latest evaluation metrics in the team chat.
* Set up a Teams meeting with the evaluation coordinators for a status update.
* Create a poll in the evaluation group to gather feedback on the new criteria.
* Send a message to the evaluation team about the upcoming feedback session.