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

**Content Creation**

**Copilot in Outlook:**

* Draft an email to the marketing team about our new content strategy.
* Create a newsletter template for our monthly updates.
* Write a follow-up email to clients after a webinar.
* Generate an email inviting employees to contribute to the company blog.
* Compose an email announcing the launch of our new product.

**Copilot in Teams:**

* Create a post summarizing the key points from our latest blog article.
* Draft a message to the content team about upcoming deadlines.
* Generate a Teams announcement for the release of our new video series.
* Write a post encouraging team members to share their content ideas.
* Compose a message to the design team about the new content layout.

**Learning SMEs**

**Copilot in Outlook:**

* Draft an email inviting subject matter experts to a training session.
* Write a thank-you email to an SME for their contribution to a project.
* Create an email requesting feedback from SMEs on the latest training materials.
* Generate an email to schedule a meeting with SMEs to discuss upcoming projects.
* Compose an email to introduce a new SME to the team.

**Copilot in Teams:**

* Create a post highlighting the expertise of a specific SME.
* Draft a message to SMEs about the new learning management system.
* Generate a Teams announcement for an upcoming SME-led workshop.
* Write a post asking SMEs to share their insights on a recent industry trend.
* Compose a message to the team about the importance of collaborating with SMEs.

**Research, Efficacy, and Psychometrics**

**Copilot in Outlook:**

* Draft an email to the research team about the latest findings.
* Write a follow-up email to participants of a recent study.
* Create an email summarizing the results of a recent efficacy test.
* Generate an email requesting additional data for a psychometric analysis.
* Compose an email to stakeholders about the implications of recent research.

**Copilot in Teams:**

* Create a post summarizing the key findings from a recent research paper.
* Draft a message to the team about the importance of psychometric testing.
* Generate a Teams announcement for an upcoming research presentation.
* Write a post discussing the efficacy of a new training program.
* Compose a message to the research team about upcoming deadlines and milestones.