



Copilot Virtual Skilling Event Framework

Comprehensive guide to creating an engaging Copilot training series for your organization.



What's included

How to develop your virtual skilling event

- Welcome to the Copilot virtual skilling event framework
- Microsoft's story – Camp Copilot
- Using Viva for your event
- Virtual skilling event checklist
- Download sample material and resources

Copilot Virtual Skilling Event Framework Intro



Peer-to-peer training is essential for your AI Change Management strategy

- ✓ Creates a supportive environment for knowledge transfer,
- ✓ Encourages the adoption of best practices, and
- ✓ Enhances the overall skill set within a team or organization.

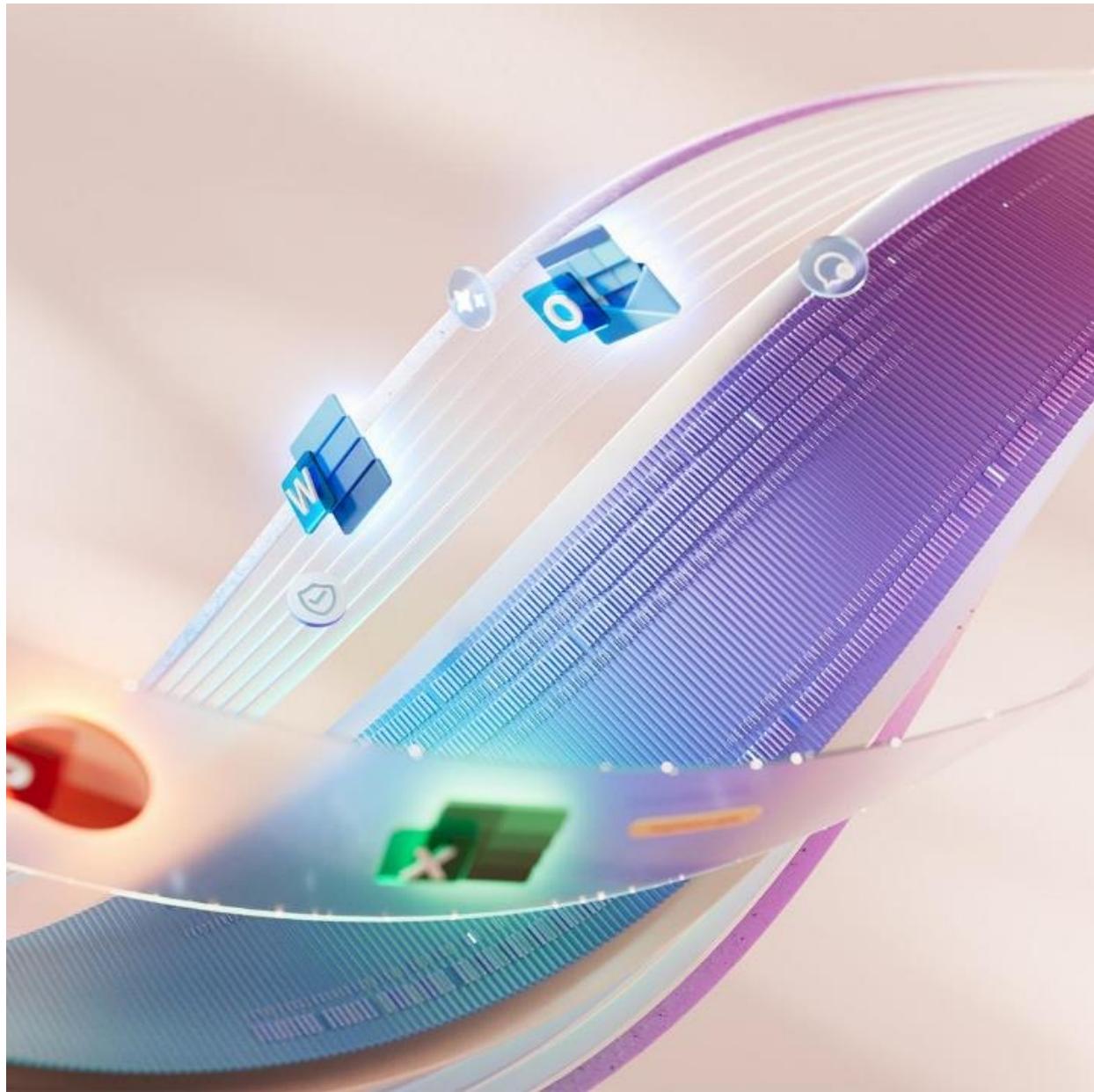
It's a key component in building a strong, collaborative, and knowledgeable workforce.



Discover how Microsoft built and nurtures a Copilot Champs Community

[Copilot Champs Community framework](#)

[Article: Driving Microsoft 365 Copilot adoption with our Copilot Champs Community](#)



How to use this framework

This framework is designed to introduce you to how Microsoft uses live trainings internally to enable Copilot and equip you with some guidance and materials to help you develop your training events for your team.

- Review the Microsoft Copilot enablement story in the following slides to understand how they develop Copilot training for employees.
- Use the worksheet slides to help you get started in designing your own training framework.
- Download the support materials.
- Implement your learnings to build your Copilot training for your organization.



Microsoft's story – Camp Copilot

Copilot training with a fun twist!

The goal of Camp Copilot was to drive Microsoft 365 Copilot adoption among Microsoft employees by providing peer led, Copilot training in a fun and engaging experience.

Outcomes:

Application usage

- Statistically significant increases in daily, weekly and monthly active usage for Microsoft 365 Copilot.

Productivity

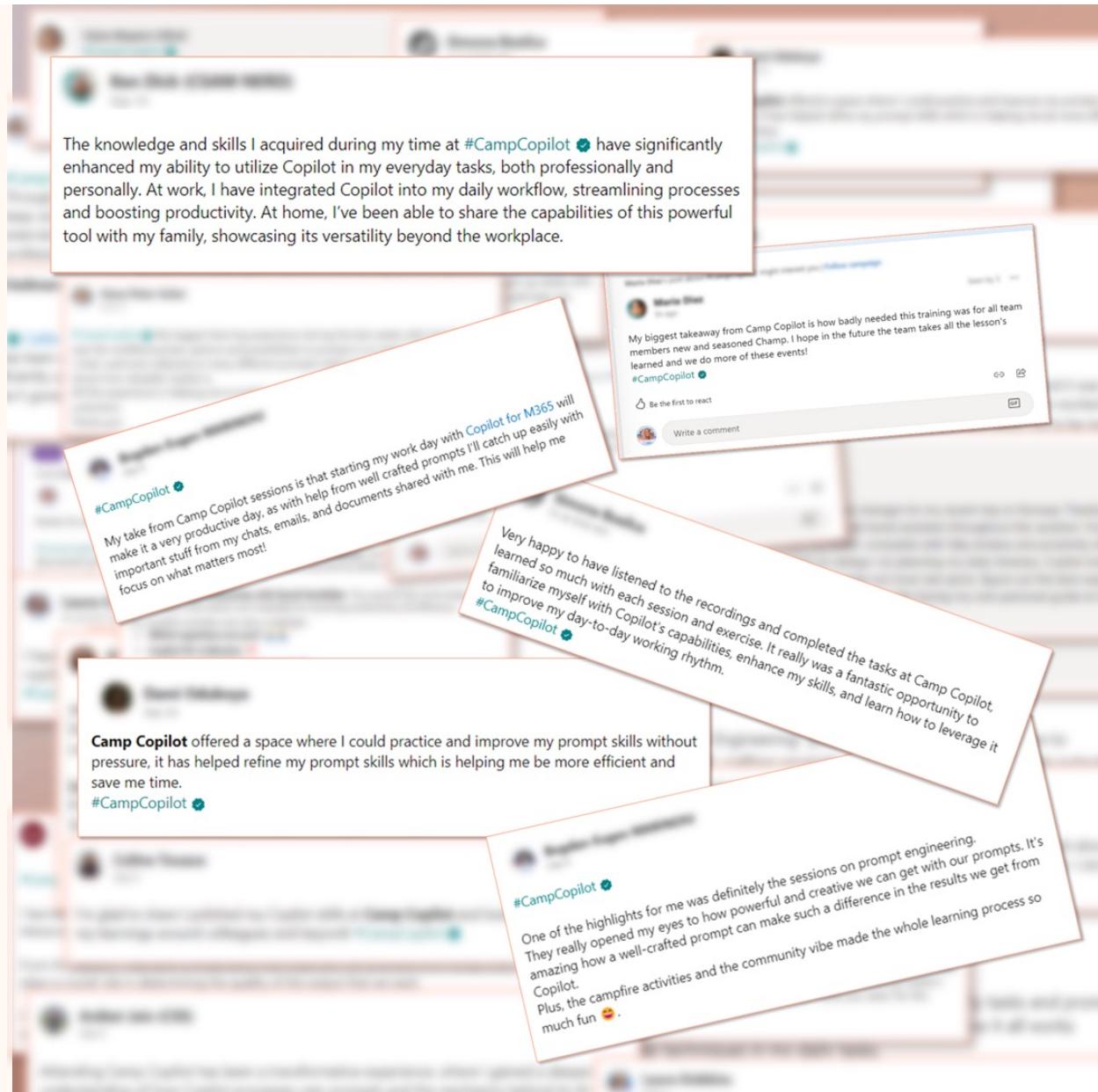
- Statistically significant increases in reported favorability for Copilot's impact on productivity. "*I work faster with Copilot than I do without it*"

Post camp surveys show

- ✓ Camp Copilot resulted in statistically significant increases in progress on the learning curve of Copilot
- ✓ Especially in the more advanced learning stage of using Copilot for key workflow tasks

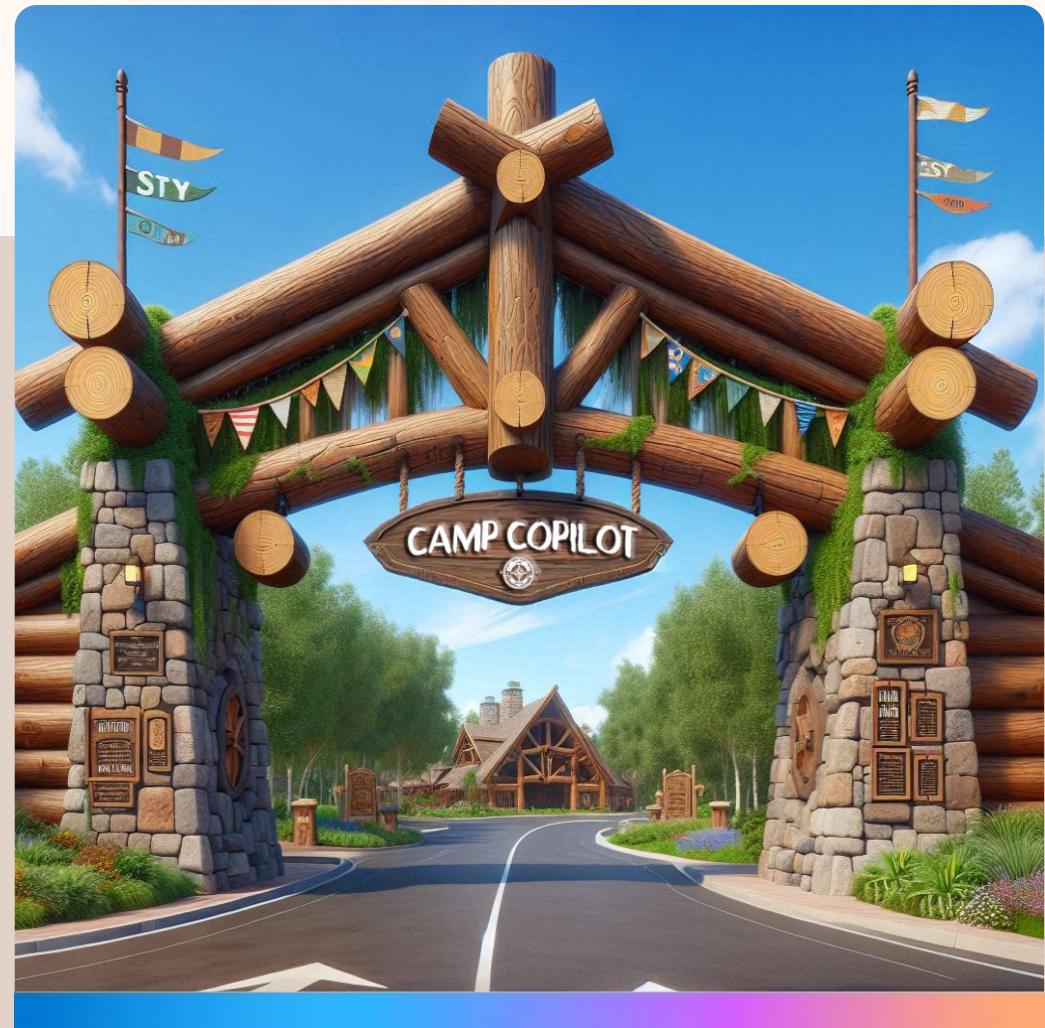
What “campers” say about Camp Copilot

- **Positive sentiment:** Overwhelmingly positive feedback from participants.
- **Unique and fun:** Hands-on, interactive sessions with gamified elements.
- **Increased efficiency:** 23% increase in participants feeling they work faster with Copilot.
- **Improved workflow:** 38% increase in participants feeling Copilot improved their workflow.
- **Valued insights:** Practical insights and real-world applications highly appreciated.
- **High satisfaction:** Strong positive sentiment and enthusiasm for the event.
- **Future interest:** Participants found Camp Copilot to be a great idea and expressed interest in attending similar events in the future.



What is Camp Copilot?

- Camp Copilot is an engaging and interactive learning series designed to **enhance the Microsoft 365 Copilot experience for Microsoft employees**.
- It's a **fun and educational event** where participants can earn badges, participate in activities, and share their learnings with the community.
- The camp includes live sessions on various topics like prompt engineering and productivity, as well as campfire activities that **foster a sense of community and collaboration**.



Elements of the Camp structure



Main learning sessions

- Presented by peers
- Hosted in inclusive times and formats
- Establish the theme for the week

Breakout sessions

- Presented by peer leaders
- Hosted in more sporadic times and formats
- Focus on more specialized topics

Campfire activities

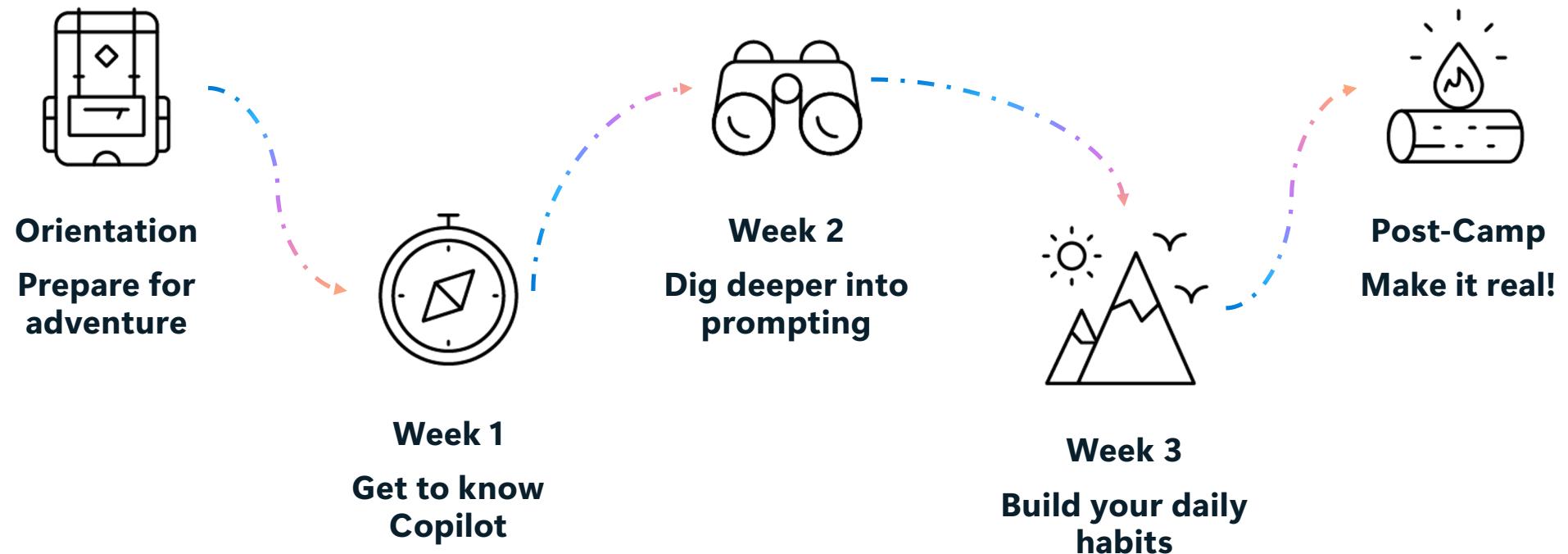
- Hands-on learning
- Practice learnings from sessions
- Socialize experiences and lead by example

Reward incentives

- Fun incentives to consume training content, participate in reinforcement activities, and provide feedback

Camp Learning Journey

Objective: Increase your productivity through Microsoft 365 Copilot through a set of fun learning activities



Camp Copilot Example Curriculum

	Focus	Main Session	Breakout Sessions	Campfire Activity
Week 1	Intro to Microsoft 365 Copilot	"Copilot kickstarter" – A friendly, end to end Microsoft 365 Copilot walkthrough for all levels.	<ul style="list-style-type: none">"Camp Copilot orientation" – Level 100 Copilot fundamentals for beginners."Elevate your workflow" – Microsoft 365 Copilot features for productivity to enhance workflows and collaboration.	The superhero prompt – ice breaker for campers that introduces prompting and Copilot interaction.
Week 2	prompting and using Copilot in your workflows	"The art of prompt engineering: basics to advanced" – A dynamic demonstration of iterative prompting through Designer.	<ul style="list-style-type: none">"Role based scenarios workshop" – Learn how to identify key scenarios/prompts to use Copilot everyday."Supercharge your workflow with PowerPlatform" – How to use Copilot in PowerPlatform to amplify your work experience.	Copilot pin collection – practice what you've learned from the prompting courses to design a realistic looking pin collection.
Week 3	Use Copilot everyday	"Productivity unleashed with Microsoft 365 Copilot daily scenarios" – Breakdown of 10 scenarios anyone can use everyday with Copilot.	<ul style="list-style-type: none">"Hero scenarios for IT roles" – Defining Copilot hero scenarios for top roles and how to define for your role."Copilot for industry scenarios" – Using Copilot to drive the org wide people collaboration strategy conversation	Copilot scenarios scavenger hunt – work your way through the 10 scenarios, document with screenshots and show off in Viva Engage.

Camp Copilot Session alignment examples

	Location	Activity	Time	Details
Kickoff activity	Viva Engage	Check-in	Anytime	Camp staff posts a "Welcome to Camp" post in Viva Engage. Campers are encouraged to comment and interact with the post to show their participation.
Opening Ceremony	Microsoft Teams Meeting	Teams Meeting - 1 hour total		
		Welcome to Camp	5 minutes	Camp director welcomes campers, introduces staff and presenters, and sets expectations.
		Camp Tour	10 minutes	Demonstrate to campers: <ul style="list-style-type: none"> How to register for sessions with Eventify How to attend sessions in Viva Engage How to attend sessions in Microsoft Teams Where to access session recordings How to participate in Campfire activities in Viva Engage How to leave feedback with Viva Pulse Where to ask questions in Viva Engage
		Sessions and activities calendar	10 minutes	Go through the camp calendar step by step calling out the time, location, and content for the presentations and campfire activities.
		Intro level Copilot training	25 minutes	Live demo covering the basics of Copilot: <ul style="list-style-type: none"> Brief Overview of Copilot: Start with a quick explanation of what Copilot is and its purpose (2 minutes). Key Features: Highlight the main features, such as integration with Microsoft 365 apps, data security, and privacy (5 minutes). Getting Started: Provide a concise step-by-step guide on how to start using Copilot in various Microsoft 365 apps (5 minutes). Effective Prompting: Teach the basics of writing effective prompts and referencing sources (5 minutes). App-Specific Training: Give a quick overview of how to use Copilot in one or two specific apps like Word and Outlook (5 minutes). Resources for Continued Learning: Share a few key resources for further learning, such as live training sessions and app-specific guides (3 minutes).
		Q&A	10 minutes	Allow for 10-15 minutes of open Q&A
Campfire activity	Viva Engage	Superhero	Anytime	

Camp Copilot main sessions

The main sessions represent the milestones on the user's learning journey and set the themes for each week. Follow the links below to download the presentation decks complete with speaker and demo notes.



Get to know Copilot

"Copilot kickstarter"
A friendly, end to end Microsoft 365
Copilot walkthrough.

[Download](#)

Dig into prompting

"Prompt engineering:
basics to advanced"
A dynamic demonstration of
iterative prompting.

[Download](#)

Make it real

"Productivity unleashed with
Microsoft 365 Copilot daily scenarios"
Breakdown 10 scenarios to use
everyday with Copilot.

[Download](#)

Example reinforcement activities

Ice breaker prompting challenges

- **What:** Share a fun icebreaker prompt with your entire audience. Encourage them to try it on their own and share their results in Viva Engage.
- **Why:** This helps users try prompting for the first time in a way that feels safe and controlled with a big payoff.
- **Example:** Superhero prompt

Iterative prompting for image creation

- **What:** Introduce your audience to an idea for an image generation prompt. They can be creative and share results in Viva Engage.
- **Why:** Audience experiences the generative AI features of Copilot as well as the interactive prompting experience.
- **Example:** Create enamel pins

Apply Copilot to your work tasks

- **What:** Create a list of Copilot scenarios that are applicable to most of the group. Encourage them to test all of them, track their progress digitally, and share in Viva Engage.
- **Why:** Introduces users to a variety of use cases for Copilot that demonstrate productivity.
- **Example:** Scavenger hunt

Superhero Prompt

Microsoft Copilot thinks you're a superhero. Which one?

Try this fun, effective prompt and learn all about your superpowers!

Open Copilot in Teams or Microsoft 365 Chat and toggle to the Work tab. Then, copy/paste this prompt:

Look at the emails and Teams meetings comments that I have sent in the last two weeks. Use these messages to distill a personal brand voice document that I can use to inform Copilot of my personal voice and style.

Based on the above analysis, what superhero represents my style of work best? What would my superpowers be?

Can you format that as a dossier for superheroes – listing my real name, and most similar existing superhero, and include the rest of the information formatted and edited in dossier style?

Share your superhero identity with us in the comments with the hashtag, #CampCopilot



Image Prompt



Explore and celebrate your Copilot learning experience - and practice your prompting skills while you're at it!

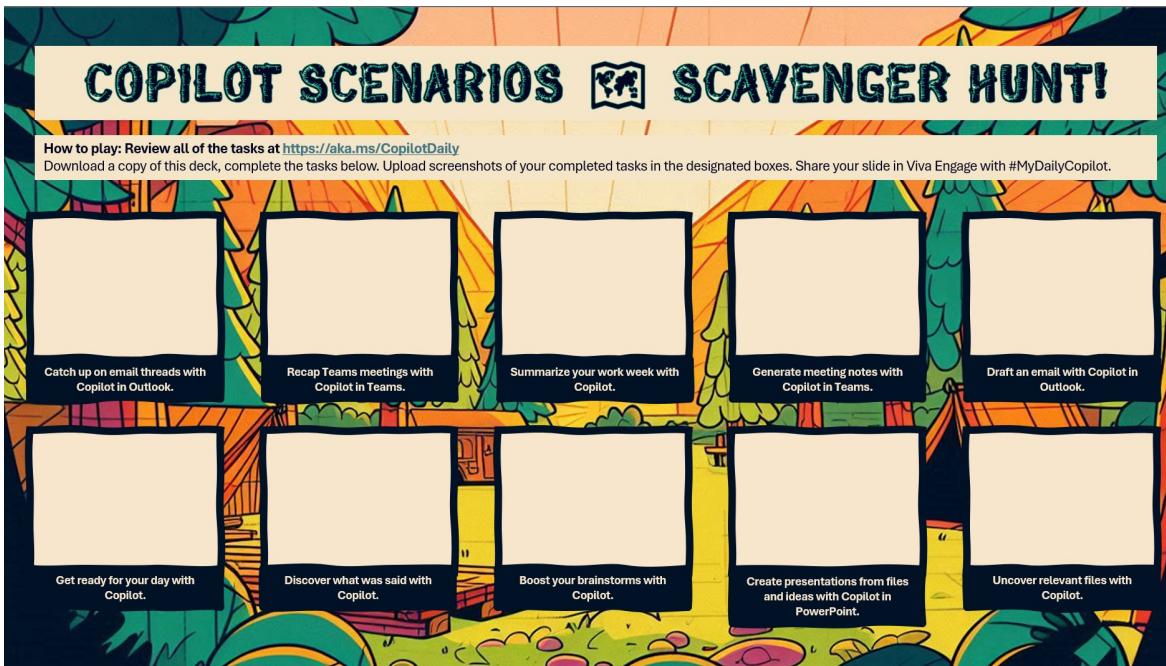
Open Copilot in Teams or Microsoft 365 Chat and toggle to the Web tab. Then, copy/paste this prompt:

Create a realistic enamel pin depicting a campfire and the words "Camp Copilot" written in the stars above it.

Customize the prompt however you want and work with Copilot to refine the results.

Share your images with us in the comments with the hashtag, #CampCopilot

Digital Scavenger Hunt



Set out on an expedition to uncover your productivity with Copilot!

Navigate through a series of Copilot-powered tasks to uncover clues to fill all the boxes in the scavenger hunt.

Start the Hunt: Review the scenarios

Capture Your Progress: Take screenshots of your completed tasks and place them in the designated boxes within the PowerPoint.

Share Your Success: Post your completed slide on Viva Engage with the hashtag [#CampCopilot](#)

Engagement with digital incentives

Gamification and rewards

- **Digital Rewards:** Offer digital badges, certificates, and other symbolic graphics for completing tasks and achieving milestones.
- **Theme and Branding:** Establish a recognizable theme to create graphics around. **Example:** Traditional summer camp theme with modern twist, including camp-themed logo and digital swag items.
- **Interactive Elements:** Leverage rewards to incentivize participation in challenges, quizzes, and social forums to encourage active participation and learning. **Example:** activities in Viva Engage.
- **Feedback Collection:** Reward participation in surveys. Leverage feedback to improve future iterations of the program.



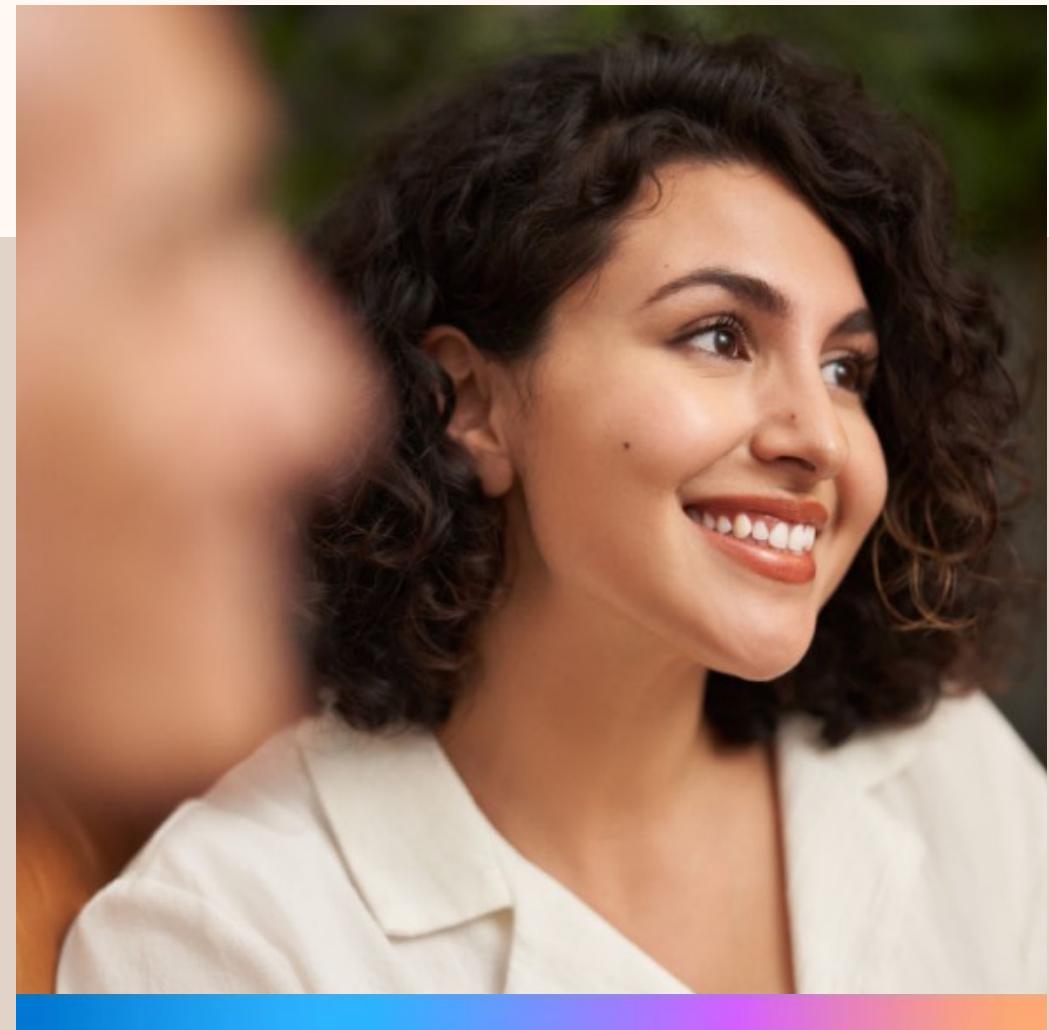


How to use Viva
for your event

Using Viva for your learning event

Microsoft Viva plays a crucial role in enabling your learning event by providing a comprehensive platform that enhances learning, engagement, and collaboration across the company.

The following slides summarize how Microsoft leveraged Viva Apps for their Camp Copilot event end-to-end.



How Microsoft used Viva in Camp Copilot end-to-end

Planning

· **Viva Insights:**

- Encourage attendees to use the "Set aside time for learning" feature, set to the time of the event.

· **Viva Engage:**

- Establish or identify a Viva Engage Community populated by your target audience.

· **Viva Amplify:**

- Craft and send promotional communications across multiple channels and gather audience insights.

· **Viva Connections:**

- Promote the event as a featured activity in the Connections newsfeed.

· **Viva Pulse:**

- Send a Pulse with questions to determine the audiences baselevel understanding and experience with Copilot.

· **Viva Goals:**

- Review OKRs and establish goals for the event with your team.

During

· **Viva Engage:**

- Host live events in the community
- Crowd source your Q&A
- Track engagement with campaign metrics like top posts, reach, and follower behavior

· **Viva Learning:**

- Refer your audience to additional self serve Copilot training resources.
- Build employee learning paths, even Academy packages for groups.

· **Viva Amplify:**

- Send large event announcements to the group across multiple channels.
- Access reports on your campaign reach and engagement including open rates, sentiment and shares.

· **Viva Connections:**

- Promote the event as a featured activity in the Connections newsfeed.

· **Viva Pulse:**

- Send Pulse surveys specific to topics and session themes.

Post

· **Viva Engage:**

- Promote ongoing engagement activities and learnings in the community.

· **Viva Learning:**

- Refer your audience to additional self serve Copilot training resources.
- Post session recordings and make available for future learning.

· **Viva Amplify:**

- Send an event recap group across multiple channels.
- Review reports on communications performance

· **Viva Pulse:**

- Send Pulse survey to determine the audience experience and changes in Copilot knowledge post event.

· **Viva Goals:**

- Update OKRs based on results of the event.



Live Skilling Event Checklist

Build your own Virtual Skilling Event

- ✓ Establish a Copilot Champs Community (optional)
- ✓ Define objectives and goals
- ✓ Identify target audience
- ✓ Develop a detailed schedule
- ✓ Select and invite speakers/presenters
- ✓ Create and distribute promotional materials
- ✓ Set up registration and attendance tracking
- ✓ Prepare training materials and resources
- ✓ Organize engagement activities and workshops
- ✓ Ensure technical setup and support
- ✓ Conduct pre-event rehearsals
- ✓ Execute the event
- ✓ Collect feedback and evaluate success
- ✓ Host recordings as on-demand content



Downloads and Resources

Examples and Resources to help you get started

Example training material:

- Download the PowerPoint decks and use the content and speaker notes as inspiration for your sessions.
- [Copilot kickstarter, getting started with Copilot](#)
- [The art of advanced prompt engineering](#)
- [Unleashing productivity with Copilot daily scenarios](#)

Empower your Copilot Skilling event with Viva:

- [How to set aside time for learning with Viva Insights](#)
- [How to set up a Community in Viva Engage](#)
- [How to organize a live event in Viva Engage](#)
- [How to create a publication in Viva Amplify](#)
- [Create a culture of connectivity with Viva Connections](#)
- [How to create a survey with Viva Pulse](#)
- [How to Manage OKRs in Viva Goals](#)

Create your own Copilot Champs Community:

- [Copilot Champs Community framework](#)
- [Article: Driving Microsoft 365 Copilot adoption with our Copilot Champs Community](#)



© Copyright Microsoft Corporation. All rights reserved.