ENHANCING TEAM INTERACTIONS USING COPILOT

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WARM-UP BREAKOUT ACTIVITY

5 MINUTES

Imagine 3 months from now. All your team members are using Copilot daily.

How has the collaboration between team members improved?

SHARE SPECIFIC FEATURES YOU THINK WILL ENHANCE YOUR TEAM!

OPPORTUNITIES TO APPLY COPILOT IN TEAMS

TEAM INTERACTIONS

EXAMPLE: REAL-TIME MEETING SUMMARIZATION: Provides real-time summaries of meetings, including key points and action items. This provides real-time summaries of meetings, including key points and action items.

"Recap this meeting"

TEAM PERFORMANCE

EXAMPLE: TASK CREATION AND ASSIGNMENT: Creates and assigns tasks based on meeting discussions. This enhances clarity and accountability by detailing specific post-meeting actions.

"Summarize everyone's post-meeting actions"

PROMOTING COLLABORATION WITH COPILOT

STREAMLINED COLLABORATION

Breaks down silos by providing a unified communication platform.

KNOWLEDGE TRANSFER

Automates information sharing by centralizing data and making it accessible to all team members.

INFORMED DECISION MAKING

Aligns goals through data-driven insights.

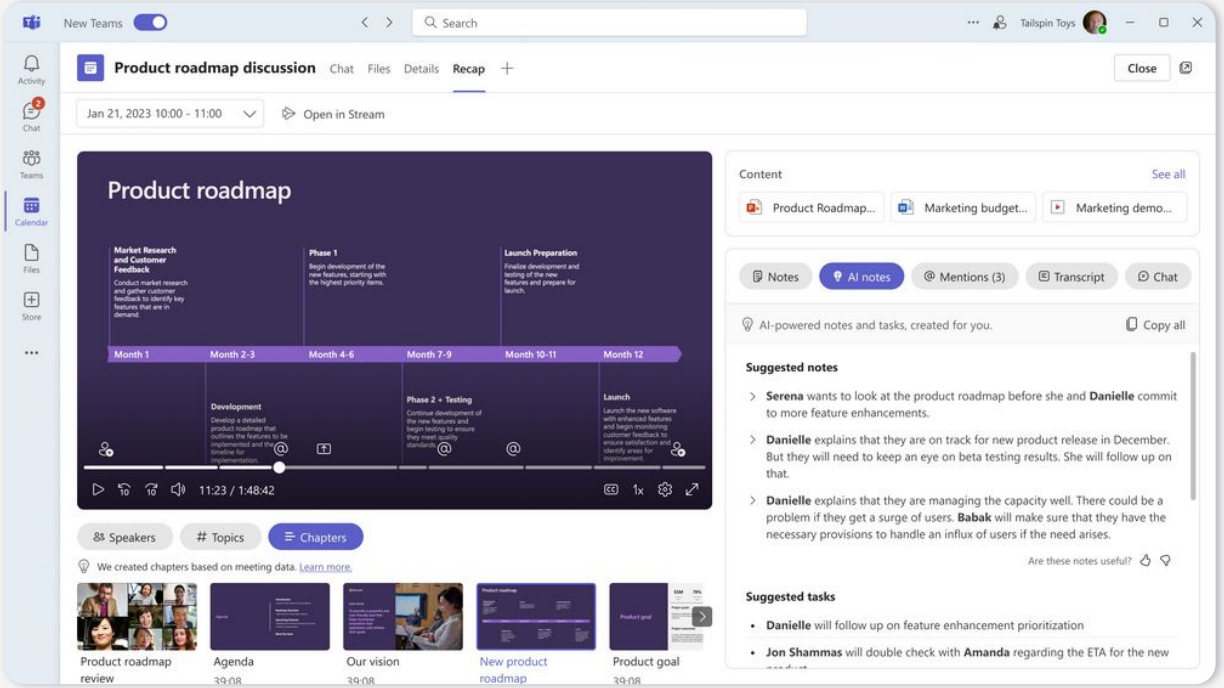
PERSONALIZED ENGAGEMENT

Enhances communication with real-time translation and automated summaries.

USE CASE: AUTOMATING MEETING SUMMARIES USING COPILOT

AUTOMATED MEETING SUMMARIES

A leading use case is to generate concise summaries of cross-functional meetings, ensuring everyone is aligned, and ensure important information and action items don't get lost in the shuffle.



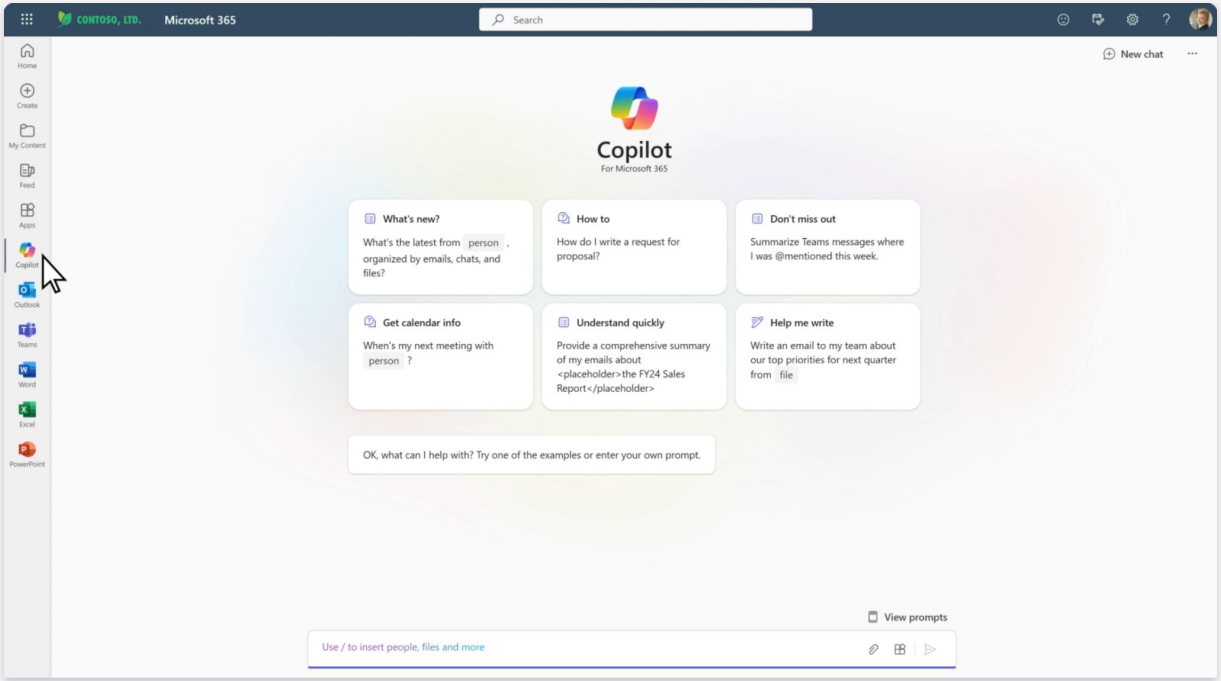
USE CASE: GENERATING NEW IDEAS USING COPILOT

IDEA GENERATION

Copilot Chat can suggest new ideas based on data and previous inputs, fostering creativity cross-functionally.

Stimulate creative thinking with AI-powered brainstorming

Generate novel ideas by combining team insights with external data



COPILOT HELPS YOU FIND THE INFORMATION YOU'RE LOOKING FOR, CREATE ORIGINAL CONTENT, AND GET THINGS DONE QUICKLY.

EXAMPLE: DATA SHARING ACROSS TEAMS USING COPILOT

IDENTIFY DATA NEEDS (ALL TEAMS)

Copilot in Excel helps identify trends, and insights from data within Excel making it easier to analyze data

DEFINE DATA ACCESS (MARKETING)

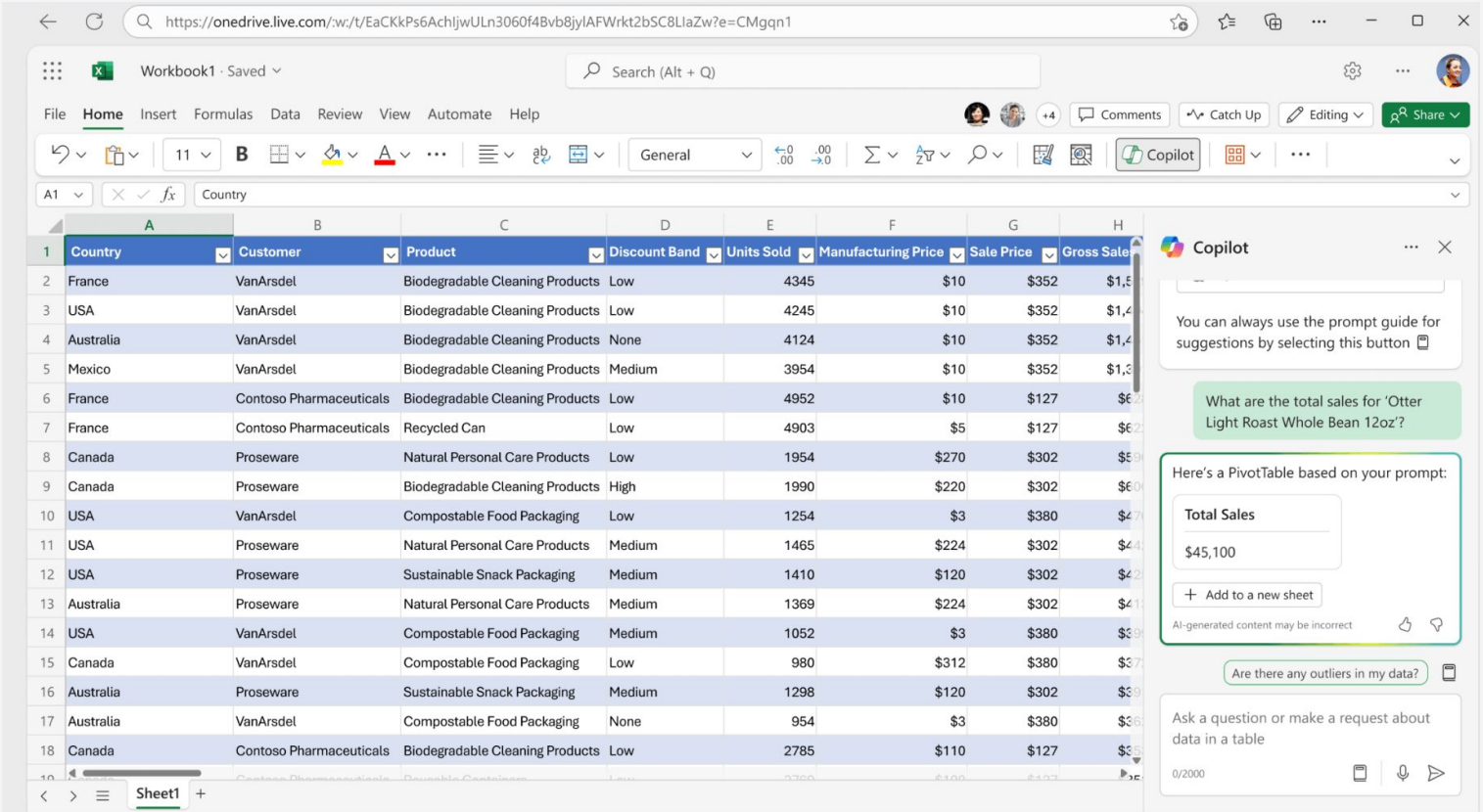
Microsoft Fabric Copilot standardizes marketing data from multiple sources for analysis

CONDUCT AUDITS (IT)

Microsoft Security Copilot can conduct regular security audits and identifies vulnerabilities

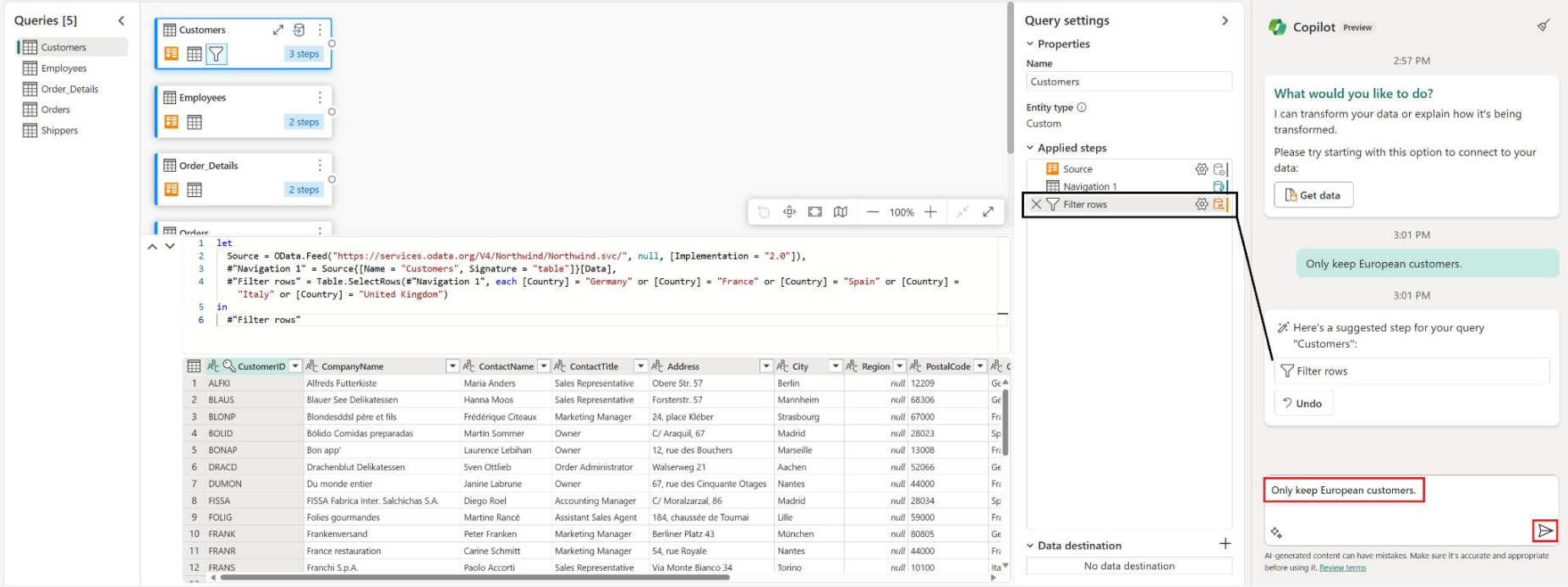
COPILOT CAN PLAY A KEY ROLE IN BREAKING SILOS ACROSS TEAMS AND PROMOTING CROSS-FUNCTIONAL COLLABORATION

IDENTIFYING DATA NEEDS (ALL TEAMS)

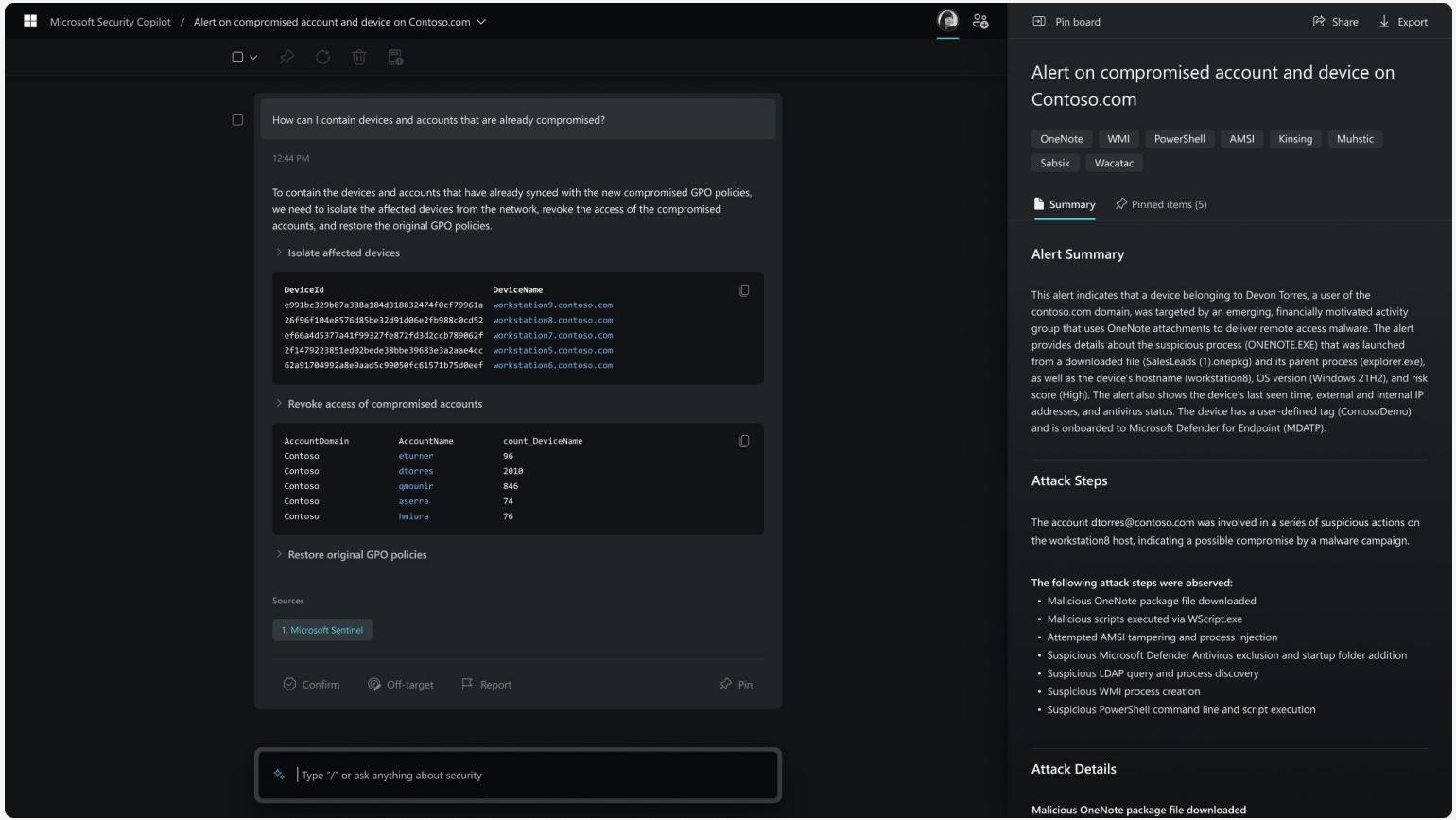


	A	B	C	D	E	F	G	H
1	Country	Customer	Product	Discount Band	Units Sold	Manufacturing Price	Sale Price	Gross Sale
2	France	VanArsdel	Biodegradable Cleaning Products	Low	4345	$10	$352	$1,5
3	USA	VanArsdel	Biodegradable Cleaning Products	Low	4245	$10	$352	$1,4
4	Australia	VanArsdel	Biodegradable Cleaning Products	None	4124	$10	$352	$1,4
5	Mexico	VanArsdel	Biodegradable Cleaning Products	Medium	3954	$10	$352	$1,3
6	France	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	4952	$10	$127	$6
7	France	Contoso Pharmaceuticals	Recycled Can	Low	4903	$5	$127	$6
8	Canada	Proseware	Natural Personal Care Products	Low	1954	$270	$302	$5
9	Canada	Proseware	Biodegradable Cleaning Products	High	1990	$220	$302	$6
10	USA	VanArsdel	Compostable Food Packaging	Low	1254	$3	$380	$4
11	USA	Proseware	Natural Personal Care Products	Medium	1465	$224	$302	$4
12	USA	Proseware	Sustainable Snack Packaging	Medium	1410	$120	$302	$4
13	Australia	Proseware	Natural Personal Care Products	Medium	1369	$224	$302	$4
14	USA	VanArsdel	Compostable Food Packaging	Medium	1052	$3	$380	$3
15	Canada	VanArsdel	Compostable Food Packaging	Low	980	$312	$380	$3
16	Australia	Proseware	Sustainable Snack Packaging	Medium	1298	$120	$302	$3
17	Australia	VanArsdel	Compostable Food Packaging	None	954	$3	$380	$3
18	Canada	Contoso Pharmaceuticals	Biodegradable Cleaning Products	Low	2785	$110	$127	$3

IDENTIFYING DATA NEEDS (ALL TEAMS)



CONDUCTING AUDITS (IT)



BREAKOUT ACTIVITY

10 MIN

Work with colleagues in your function on the following:

1. Pick one interaction that takes the most time in your group.
2. Examine how you might use Copilot to improve the efficiency and effectiveness of that interaction.
3. Identify how you would measure success.

DEBRIEF

Which **INTERACTION** did you pick, and how would you use Copilot to improve it?

HOW MUCH TIME COULD BE SAVED each week if we can reduce time spent on that interaction?

THANK YOU!

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