

Help your team think AI-first with Copilot

A practical, hands-on half-day that moves people from opening Copilot to genuinely getting value from it.

Many organisations buy Microsoft 365 Copilot licences and see only modest returns. The gap is rarely the technology. It is familiarity with what Copilot can actually do, and how to apply it to the way your people already work. This session is built to close that gap, with every concept applied to real work in the room rather than shown on a slide.



Half day



Groups of approx 10



Bring your own laptop



Sample files provided



Certificate + LinkedIn credential

What we cover

FUNDAMENTALS

NOTEBOOKS

PREBUILT AGENTS

BUILD YOUR OWN

COPILOT COWORK

AI-FIRST THINKING

- 1 Fundamentals** — Navigation, compliance, and prompting techniques that lift everyday productivity straight away.
- 2 Notebooks** — Collecting and researching information across multiple sources so Copilot works from the right context.
- 3 Prebuilt Agents** — Putting the Word, Excel, Researcher and Analyst agents to work, and knowing which one to reach for.
- 4 Build Your Own Agent** — Creating a custom agent for a recurring weekly task, grounded in your own documents.
- 5 Copilot Cowork** — Collaborative AI for generating complete, high-quality documents and reports.
- 6 AI-First Thinking** — Turning the day into an action plan for how AI fits across the way your organisation works.

What you walk away with

A confident command of Copilot across the full Microsoft 365 suite, applied to your daily work.

Your own working AI agent, built during the session and ready to share with your team.

A document workflow that delivers, producing first drafts that need light editing rather than a rewrite.

A practical AI-first action plan, so the value continues after the session ends.

In one session, a retailer's leader brought national delivery data and left with a prioritised, store-by-store plan she could send straight to her logistics provider, ahead of one of the year's biggest sales events. A tangible outcome from a half-day investment.

Who it is for

Beginners and experienced Copilot users alike, across operations, finance, sales, marketing, HR and beyond, from board members through to individual contributors. The day is built around real tasks, so people at every level leave with something they can use the next morning.

Requirements: A laptop signed in to Microsoft 365 and an active paid Microsoft 365 Copilot licence. Bring your own working files, or use the sample pack we provide.

Public sessions and private corporate bookings

We run scheduled public sessions and private corporate bookings for your team. We generally recommend running the day in person, where the hands-on parts land best, though we are happy to deliver it over Microsoft Teams where that suits you better.

Book a session

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Adoption tells you who logged in. We train for capability.

Most Copilot rollouts are measured by adoption: logins this week, prompts run, licences active. Those numbers are easy to pull and they look reassuring, yet they say little about whether anyone's work has actually changed. We understand that organisations want more than activity from their licence spend, so our training is built around capability, the practical shift from dabbling to genuinely advanced use.

What your people walk out able to do

1 Reach for the right agent

Choosing Researcher for synthesis and Analyst for the numbers, and knowing which one fits the task.

2 Create their own agents

A working custom agent, grounded in their own documents, ready to use every day.

3 Produce complete documents

Whole proposals and reports that come out as a high quality on-brand first draft.

4 Build reusable artefacts

Templates and prompt guides the rest of the team can pick up.

5 Tame spreadsheet work

Handing tedious reconciliation across files to Copilot and getting answers in plain language.

6 Think AI-first

Approaching each task with a new lens on what is now possible.

Why our training lands

CUSTOM-BUILT

Every module is hand-crafted for busy participants. We focus on the parts of Copilot that deliver value, rather than running Microsoft's pre-packaged content.

HALF-DAY FORMAT

Meaningful uplift without losing a day. The low time cost makes the training easy to approve internally and easy for people to attend.

HANDS-ON, REAL WORK

Participants apply the tools to their own data in the room, which is why so many finish the session with a useful result already in hand and a clear sense of how to apply it.

Proof it works

NPS 89

a score from one of our recent sessions to a team of 20 senior execs

Hundreds

of people trained, from senior executives to individual contributors

Builders, not theorists

we build with AI every day, so the training is grounded and genuinely practical

The people you work with



The Hypergen team

Founded by Alex Papli, a former Microsoft Data and AI lead and a named inventor on a vision-based AI patent developed at Salesforce. Alex brings 25 years of technology experience and a record of guiding major Australian organisations, including a national telco and a leading grocer, from first AI experiment to live production.

Hypergen is an Australian AI consulting firm based in Geelong and Melbourne, working with organisations Australia-wide. We are a Microsoft partner, though our recommendations follow your context rather than vendor relationships. Training is central to what we do: organisations invest significant budget in technology, and we make sure their people can genuinely use it.

Our goal: to be Australia's best AI consultancy

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