

Empower your workforce with Copilot for HR Professional

Participants will be able to:

- Describe the purpose and functionalities of Copilot for M365.
- Outline the working principles behind Copilot for M365.
- Identify the core components integral to Copilot for M365.

PREREQUISITES

General knowledge of Windows and Office



3 September 2026 (Thursday)
9:30am – 12:30pm
CPD hour: 3 hours



Cantonese with English materials



Infocan computer training room
8/F, Yen Sheng Centre,
64 Hoi Yuen Road, Kwun Tong

SCAN ME!



Trainer

Mr Paul Wu

Microsoft Certified Trainer with over 10 years training experience on Power BI and Microsoft Office Applications for all levels of users in various industries.

	Price	*Early Bird Until 27 July 2026
Member	HK\$1,300	HK\$1,100
New Member (Inclusive of new membership joining fee)	HK\$2,545	HK\$2,345

KEY TOPICS

Introduction to Copilot for Microsoft 365

- What is Copilot for Microsoft 365?
- Explore how Copilot for Microsoft 365 works
- Explore the core components of Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible AI

Work IQ Enhancements

- Personalized recommendations
- Task specific skill suggestions specific skill suggestions

AI Tech Updates

- GPT5 integration into Copilot Chat
- Enhanced reasoning+handling larger datasets
- New creation abilities: interactive reports, concept Visualizations, prototypes

Copilot Chat New Capabilities

- Memory based on prompts
- Temporary chat mode
- Inline citations
- Interpret embedded images (PDF, PPT, DOCX)
- Multi-turn image editing

Empower your workforce with Microsoft 365 Copilot: HR Use Case

- Exercise 1: Deliver manager insights with Microsoft 365 Copilot
- Exercise 1, Task 1: Use Copilot in Excel to identify key manager metrics
- Exercise 1, Task 2: Use Copilot in Excel to generate a Manager Summary report
- Exercise 1, Task 3: Use Copilot in Outlook to communicate findings to HR leadership
- Exercise 1, Task 4: Use Copilot in Loop to facilitate collaborative manager development planning
- Exercise 2: Empower employees with an HR self-service agent
- Exercise 2, Task 1: Create an HR self-service agent for company employees
- Exercise 2, Task 2: Use Viva Engage to announce the new HR self-service agent
- Exercise 2, Task 3: Ask the HR self-service agent questions about HR policies
- Exercise 2, Task 4: Use the Researcher agent to gather employee relocation insights