

Microsoft 365 end user training

Improve productivity.

Accelerate adoption.

Maximise your Microsoft ROI



Elevate end-user experience, improve productivity, and maximise your Microsoft and Copilot investment with CodeBlue's comprehensive training solutions.

Whether you've recently invested in Microsoft 365, Copilot, Business Premium, or undertaken a Modern Work project, training is the key to realise the return on that investment. Our courses ensure your people adopt the tools consistently, work smarter, and fully utilise the technology your organisation is already paying for.

Copilot 365 – Kick start for executives

- One-on-one executive enablement delivered via Microsoft Teams or onsite
- Designed to help leaders confidently adopt and apply Microsoft 365 Copilot
- Personalised guidance to optimise workflows and uncover high-value AI use cases
- Includes support to co-develop a tailored business case and rollout plan

Microsoft Modern Work toolsets and Microsoft 365 Copilot training

- Multi-session interactive training
- Covers operation of Microsoft 365 Copilot, Windows 11, and Microsoft Office suite
- Designed for organisations wanting deeper adoption and higher return from their Microsoft 365 and Modern Work investments

Collaborative Microsoft 365 Copilot training

- Interactive training for end users
- Practical exercises to build confidence in everyday Copilot use
- Ideal for teams advancing their adoption journey and ensuring that your investment in Copilot licensing translates into real productivity improvements

Customised training designed for your Microsoft 365 journey

- Customised training to support teams during major transitions
- Tailored to organisations moving into the Microsoft 365 environment
- Ensure smooth adoption and maximised return on your digital transformation projects

Why choose CodeBlue?

At CodeBlue, we help organisations realise the full value of their Microsoft ecosystem. Technology only delivers ROI when users adopt it - and adoption only happens with targeted, outcome-based training. Our programmes are designed to:

- Increase day-to-day productivity
- Drive sustained organisation-wide adoption
- Reduce wasted licensing spend
- Maximise the return on previous or upcoming Microsoft technology investments

**Ready to empower your team?
Get in touch with your CodeBlue
Account Manager today to learn more.**



Microsoft 365 – kick start for executives

Overview

Copilot 365 – kick start for executives provides personalised, practical enablement to help senior leaders confidently adopt Microsoft 365 Copilot and build the case for further investment to deploy it across their organisation. This programme focuses on real-world use cases, workflow optimisation, and strategic AI adoption aligned to business priorities.

Key benefits for executives

Boost productivity



Learn how Copilot streamlines routine tasks, reduces administrative effort, and increases efficiency across your daily workflow.

Enhance decision making



Gain clearer insights through AI-supported summaries, analysis, and information extraction to support faster, more informed decisions.

Improve collaboration



Use Copilot to enhance communication, summarise meetings, and strengthen alignment across teams and stakeholders.

Build a compelling business case



Work with our trainers to identify high-value executive use cases, quantify benefits, and co-develop a personalised business case to support broader Copilot adoption and future investment.



What the training covers

- ☑ One-on-one sessions:
 - Initial 2-hour consultation and training
 - 1-hour follow-up and Q&A (2 weeks later)
 - Final 1-hour follow-up and Q&A (4 weeks later)
- ☑ Personalised business case demonstrating value and outlining the case for further investment
- ☑ Personalised rollout and training plan for the wider business





Program format & sessions

Structure:

 <p>3 sessions</p>	 <p>120 mins (initial) + 60 mins ea. (follow up)</p>
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Delivery options:

 <p>Virtual or hybrid formats to suit your organisation's needs</p>	 <p>In person (optional)</p>
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Interactive approach:

<p>Live demos</p>	<p>Q&A</p>	<p>Exploring beneficial uses of AI for practical use cases the executive uncovers.</p>
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Customisable to your business needs

Every executive works differently. This programme is flexible and designed to align with your leadership style, industry needs, and strategic objectives.

Collaborative Microsoft 365 Copilot training

Introduction

Microsoft 365 Copilot represents a significant leap forward in workplace productivity by integrating advanced AI capabilities directly into familiar tools such as Word, Excel, PowerPoint, Outlook, and Teams. For organisations to fully realise its benefits, collaborative training on Microsoft 365 Copilot is essential. This training approach not only equips individuals with technical know-how but also fosters a culture of teamwork, innovation, and continuous improvement.

Why collaborative training matters for ROI

Collaborative training ensures that your staff actually use the tools you've invested in - consistently and correctly. Organisations that prioritise adoption see significantly higher productivity metrics, stronger collaboration, and a faster return on licensing and project spend.

Key components of collaborative copilot training

Interactive workshops:

Hands on sessions where participants explore Copilot functionalities within Microsoft 365 apps. These workshops often use real-life scenarios and encourage group problem-solving.

Peer learning groups:

Small teams or buddy systems foster ongoing conversations about tips, tricks, and use cases. This peer-to-peer engagement accelerates adoption and strengthens collaboration.

Scenario-based tasks:

Trainees work together on projects such as drafting reports in Word, analysing data in Excel, or preparing presentations in PowerPoint using Copilot to automate routine tasks, enhance content, and streamline processes.

Q&A and feedback sessions:

Regular forums for asking questions, sharing experiences, and collecting feedback ensure the training remains relevant and responsive to team needs.

Continuous learning resources:

Providing access to online tutorials, documentation, and community forums enables ongoing skill development and keeps teams updated on new Copilot features.

Best practices for effective training

Set clear goals:



Define what the team aims to achieve with Copilot, from boosting productivity to improving document accuracy.

Encourage active participation:



Ensure everyone is involved in discussions and hands on activities, fostering an inclusive training environment.

Tailor content to roles:



Customise training scenarios to reflect the responsibilities and workflows of different departments or job functions.

Promote knowledge sharing:



Create channels for sharing insights, templates, and success stories across the organisation.

What the training covers

- ✓ Introduction to Microsoft 365 Copilot and its role in daily workflow
- ✓ Efficient prompt use, document drafting, meeting analysis and email assistance are some of the skills we will cover in this training
- ✓ Helping trainees identify good AI use cases in their day to day work
- ✓ Hands on demonstrations and interactive classroom style learning
- ✓ Interactive Q&A at the end of each session

Program format & sessions

Structure:



3

sessions



90

mins each

Up to

12

attendees
per group

Delivery options:



In person

Interactive approach:

Live demos

Q&A

Exploring beneficial uses of AI for practical use cases the attendees departments.



Requirements

- M365 Copilot or Copilot for Business license required for each attendee
- All attendees will be required to bring with and use their laptop in each session
- Suitable room amenities and technology to facilitate up to 12 attendees

Conclusion

Investing in collaborative Microsoft 365 Copilot training is not just about learning how to use a new tool, it's about transforming the way teams work. Through shared experiences, continuous support, and a commitment to growth, organisations can unlock the full potential of Copilot and foster a future ready workforce.

Microsoft modern work toolsets and Microsoft 365 Copilot training

Introduction

Many organisations only utilise a fraction of the Microsoft 365 capabilities available under their licensing. Our Microsoft modern work toolsets and Microsoft 365 Copilot training closes this gap by equipping staff with practical skills that unlock hidden value, reduce inefficiencies, and maximise ROI from tools you already own, including Windows 11, Teams, SharePoint, Loop, and Copilot.

Understanding Microsoft modern work toolsets

Microsoft modern work toolsets refer to a broad range of applications and services that enable seamless collaboration, efficient task management, and secure access to resources across devices and locations. These toolsets are central to the digital transformation of organisations and include:

Modern Desktop:

The modern desktop experience is powered specifically by Windows 11, alongside Microsoft 365 Apps and cloud-based management. Windows 11 provides a secure, up-to-date, and flexible working environment for employees, whether in the office or remote.

Microsoft Suite:

The comprehensive collection of productivity apps including Word, Excel, PowerPoint, Outlook, OneNote, SharePoint and Teams. These applications form the backbone of daily business operations, supporting document creation, communication, and collaboration.

Microsoft Loop:

A collaborative workspace that allows teams to co-create, share, and organise content dynamically. Loop components can be embedded across Microsoft 365 apps, making it easy to update and access information in real time.

Microsoft Planner:

A visual task management tool that simplifies planning, assigning, and tracking tasks within teams. Planner integrates with Outlook and Teams, ensuring visibility and accountability for project progress.

Introducing Microsoft 365 Copilot

Microsoft 365 Copilot is an advanced AI-powered assistant integrated across Microsoft 365 applications. It leverages large language models and organisational data to help users create content, analyse information, automate tasks, and enhance decision-making. Copilot's capabilities include drafting emails, summarising documents, generating reports, and providing intelligent insights within apps like Word, Excel, PowerPoint, and Teams.

The importance of training

To fully realise the benefits of Modern Work toolsets and Copilot, organisations need to invest in comprehensive training programmes. Effective training ensures that employees:

- Understand the features and best practices of each tool
- Develop the skills to collaborate efficiently in hybrid or remote environments
- Leverage Copilot's AI capabilities to automate routine tasks and improve productivity
- Maintain security and compliance while using cloud-based solutions

Training can be delivered through online modules, workshops, and hands-on sessions tailored to different user groups and roles. A focus on real-world scenarios and continuous learning helps teams adapt to new features and updates as the Microsoft ecosystem evolves.

What the training covers



- ☑ Windows 11 training covering basic use of windows, shortcuts and efficient desktop use
- ☑ Introduction to New Outlook
- ☑ Working in modern ways using conventional Office products and keeping in the flow of work




- ☑ Introduction to Microsoft Loop, Planner and Microsoft To-Do
- ☑ Introduction to Microsoft 365 Copilot and its role in daily workflow
- ☑ Efficient prompt use, document drafting, meeting analysis and email assistance are some of the skills we will cover in this training
- ☑ Helping trainees identify good AI use cases in their day to day work
- ☑ Hands on demonstrations and interactive classroom style learning
- ☑ Interactive Q&A at the end of each session

Program format & sessions

Structure:

 5 sessions	 90 mins each	Up to 12 attendees per group
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Delivery options:

 In person

Interactive approach:

Live demos	Q&A	Exploring beneficial uses of AI for practical use cases the attendees departments.
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Practical use cases of how to stay in the flow of work across Windows 11 and Microsoft 365 Office toolset.

Requirements

- M365 Copilot or Copilot for Business license required for each attendee
- All attendees will be required to bring with and use their laptop in each session
- Laptops must have Windows 11 installed
- New Outlook enabled is preferred (if not attendees will use Outlook Web Access during Training)
- Microsoft Loop enabled at tenant level
- Suitable room amenities and technology to facilitate up to 12 attendees

Conclusion

Microsoft Modern Work toolsets and Microsoft 365 Copilot are transforming the way organisations operate by fostering innovation, collaboration, and efficiency. By prioritising targeted training, businesses can empower their workforce to make the most of these powerful tools and drive digital success in the modern workplace.

Customised training for your Microsoft 365 journey

Introduction

In today's rapidly evolving digital environment, Microsoft 365 stands as a cornerstone for productivity, collaboration, and secure cloud-based work. Every organisation's path with Microsoft 365 is distinct, shaped by its vision, culture, and workforce. Customised training unlocks the platform's full power making sure your teams are skilled, confident, and poised for success.

Why customised training matters

Customised training ensures that your people adopt the right tools for the right tasks, reducing wasted effort and ensuring that your Microsoft 365 environment delivers measurable business outcomes. By tailoring learning paths to your workflow, we help you turn your technology investment into increased productivity, efficiency, and long-term ROI.

Elements of a customised microsoft 365 training program

Needs assessment:

Evaluating business objectives, user profiles, and workflows to set training priorities.

Role-based learning paths:

Developing specialised courses for different teams such as HR, sales, finance, and IT to ensure immediate relevance.

Modern work toolsets:

Training on the latest digital collaboration and productivity applications, including Teams, SharePoint, OneDrive, and more.

Microsoft 365 Copilot training:

When your organisation is ready, expert-led sessions on maximising the value of Copilot's AI-powered features such as smart document creation, automated workflows, and enhanced insights can be incorporated.

Interactive workshops:

Practical, hands-on sessions using real scenarios to reinforce learning.

Ongoing support:

Access to resources, Q&A sessions, and expert guidance to keep your team up to date as Microsoft 365 evolves.

Feedback and adaptation:

Gathering input from users to continuously refine the training and meet emerging needs.

Benefits of customised training

By investing in tailored Microsoft 365 and modern work training, your organisation can achieve:

- Higher user adoption and greater confidence at every level.
- Fewer support requests and IT bottlenecks.
- Stronger collaboration and communication across teams.
- Effective use of advanced tools like Teams, SharePoint, Power Automate, and Copilot.
- Better return on your Microsoft 365 investment through optimised processes.

Conclusion

Whether you're moving to Microsoft 365 for the first time or seeking deeper expertise in modern work tools and AI-powered solutions, a customised training program ensures your teams are ready to thrive. Let your journey be guided by training as unique as your organisation fuelling lasting innovation, productivity, and growth.

Ready to work smarter?

Visit our website or give us a call to find out more about what we do.



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(0508 487 378)**

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