

Course Name

Copilot at Work Clear Instructions, Human-Verified Outputs

Sector Name

Information Technology

Document Type

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Course Introduction

AI Copilots are rapidly becoming embedded within workplace applications—supporting writing, analysis, summarization, reporting, and daily decision-making. When used correctly, Copilots enhance productivity and clarity; when misused, they create errors, dependency, and risk.

Developed by **Boost**, this course focuses on how to work effectively with Copilot as a professional assistant, not as an automated replacement. The program equips participants with the skills to collaborate with Copilot across daily work tasks, improve output quality, and maintain accountability and control.

Boost's Copilot course enables professionals to turn AI assistance into real workplace value.

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Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Administrative and operational staff
- ✓ Managers and supervisors
- ✓ Professionals using AI-assisted applications
- ✓ Non-technical employees seeking productivity improvement

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Learning Objectives

- ✓ Understand what Copilot is and how it supports work
- ✓ Identify suitable tasks for Copilot assistance
- ✓ Interact effectively with Copilot for better outputs
- ✓ Review, refine, and validate Copilot-generated content
- ✓ Use Copilot responsibly and securely
- ✓ Integrate Copilot into daily workflows productively

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Course Outline

✓ DAY 01

Understanding Copilot

Module 1: What Copilot Really Is

- ✓ Copilot vs. traditional automation
- ✓ Role of Copilot in modern workplaces
- ✓ What Copilot can and cannot do

Module 2: Where Copilot Adds Value

- ✓ Writing and documentation
- ✓ Analysis and summarization
- ✓ Decision support and insights

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Course Outline

✓ Day 02

Working Effectively with Copilot

Module 3: Communicating with Copilot

- ✓ Providing clear instructions
- ✓ Framing requests for accuracy
- ✓ Avoiding vague or misleading inputs

Module 4: Improving Copilot Outputs

- ✓ Reviewing and refining content
- ✓ Combining human judgment with AI support
- ✓ Ensuring quality and consistency

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✓ Day 03

Copilot in Daily Work

Module 5: Copilot for Productivity

- ✓ Drafting emails, reports, and presentations
- ✓ Supporting meeting preparation and follow-up
- ✓ Reducing repetitive work

Module 6: Copilot for Analysis and Insight

- ✓ Summarizing information
- ✓ Identifying patterns and key points
- ✓ Supporting decision-making

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Course Outline

✓ Day 04

Risk, Ethics, and Responsible Use

Module 7: Copilot Risks and Limitations

- ✓ Accuracy and hallucination risks
- ✓ Overdependence and reduced judgment
- ✓ Data confidentiality concerns

Module 8: Responsible Copilot Usage

- ✓ Validating outputs
- ✓ Protecting sensitive information
- ✓ Setting usage boundaries

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✓ Day 05

Integrating Copilot into Workflows

Module 9: Embedding Copilot into Daily Processes

- ✓ Choosing tasks suitable for Copilot
- ✓ Maintaining accountability
- ✓ Measuring productivity impact

Module 10: Building Sustainable Copilot Practices

- ✓ Developing personal best practices
- ✓ Continuous improvement and learning
- ✓ Preparing for future AI assistants

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	England , London
May 9, 2027	May 13, 2027	5 days	4250.00 \$	KSA , Dammam
Sept. 20, 2027	Sept. 24, 2027	5 days	4250.00 \$	UAE , Dubai
Dec. 21, 2026	Dec. 25, 2026	5 days	2150.00 \$	Virtual , Online

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