

COPILOT ESSENTIALS FOR EVERYDAY WORK (3 HOUR SESSION)

TUESDAY 20 OCTOBER 2026 – 09:30 -12:30 OR 13:30 – 16:30

Registration:	09:00 for morning session 13:00 for afternoon session
Venue:	Marsham Court Hotel, 3 Russell Cotes Road, Bournemouth BH1 3AB
Parking:	This is at the rear of the hotel (postcode BH1 3AU) and there is no parking charge. On arrival, please inform hotel reception of your car registration number and, when you leave, ask for the exit code to raise the exit barrier. Alternatively, there is parking at Berry Court in St Peter's Road, Central Car Park in Upper Hinton Road or street parking around the hotel.
Cost:	£100 Solicitor Member; Associate Member; Trainees (Solicitor, Cilex & Apprentices) £150 Non-Member of BDLS
Booking Reference:	697
CPD:	3
SRA Competence:	B https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/competence-statement/

We are pleased to offer two cohorts of this session: one in the morning and one in the afternoon. Each session can accommodate up to eight people – BOOK EARLY AS PLACES ARE LIMITED.

This session is designed for users who are new to Microsoft Copilot and want to learn how to use AI confidently within the Microsoft 365 applications they use every day.

During the course, you will discover how to create effective prompts using the GCSE framework and apply these skills across Teams, Outlook, Word, PowerPoint, and Excel.

Through a combination of demonstrations, practical exercises, you will learn how Copilot can help you save time, improve productivity, enhance communication, and simplify everyday tasks. By the end of the training, you will have a clear understanding of Copilot's capabilities, hands-on experience using it in key Microsoft 365 applications, and a personal action plan to help you continue incorporating Copilot into your daily work.

What will I learn?

By the end of the training, you will be able to:

- Apply prompt engineering (GCSE: Goal, Context, Specifics, Examples) for better results
- Use Copilot effectively in Teams, Outlook, Word, PowerPoint, and Excel
- Develop a personal action plan for ongoing Copilot use

This course will cover:

Prompt engineering (GCSE framework)

- Introduction to GCSE
- How to craft effective prompts

Copilot in Teams

- Using Copilot in chats and channels
- Meeting preparation, live support, and recaps
- Extracting action items and decisions
- Practical exercise: summarising a chat or meeting

Copilot in Outlook

- Drafting and refining emails
- Summarising threads and managing inbox
- Scheduling and calendar management
- Practical exercise: turning notes into a professional email

Copilot in Word

- Drafting documents from briefs
- Rewriting for tone, structure, and clarity
- Condensing or expanding content
- Practical exercise: structuring a document from rough notes

Copilot in PowerPoint

- Creating presentations from outlines or documents
- Generating speaker notes and enhancing slides
- Automating design and content suggestions
- Practical exercise: building a slide deck from a Word draft

Copilot in Excel

- Analysing data and generating charts
- Creating and explaining formulas
- Summarising trends and insights
- Practical exercise: analysing a dataset with Copilot

What will I need?

Each participant to have a pc/laptop with internet access, Microsoft 365 and Copilot (the free version will be fine.)

Trainer Profile:

This session will be delivered by **Adapt Limited** a leading provider of high-impact, people-focused training that develops skills, builds confidence, and drives performance. With over 35 years of experience, Adapt helps individuals, teams, and leaders succeed in a rapidly evolving workplace (www.adaptltd.co.uk)

Please book online at: <https://www.bournemouthlaw.com/bournemouth-district-law-society-lectures>

Payment for lectures: Please be aware that payment must be received at the office before the lecture takes place. Course bookings will only be confirmed upon payment. No refunds within 7 days of the course.