



Synapone

Synaptein Solutions

Enhancing Productivity With Microsoft Copilot

***Boost Productivity , Foster Collaboration, &
Strengthen Compliance***



Course Overview

- Join us for a comprehensive two-hour session designed exclusively for US Government agency employees to explore the powerful capabilities of Microsoft Copilot. In this engaging online workshop, we will demonstrate how Copilot seamlessly integrates with Microsoft 365 to streamline tasks and enhance collaboration. Attendees will discover practical tips and real-world scenarios that illustrate how Copilot's AI-powered assistance boosts productivity across diverse government roles and responsibilities. By the end of this free course, participants will be equipped to harness Copilot's capabilities to drive efficiency and innovation in their daily work.

Why Attend?

- **Boost Productivity** – Streamline daily tasks and processes using AI-driven tools, freeing up time for higher-level responsibilities.
- **Foster Collaboration** – Improve team communication and coordination through enhanced sharing and insights offered by Copilot.
- **Strengthen Compliance** – Stay aligned with government security requirements and regulations through integrated oversight and automated checks.

Course Fee & Logistics

- **Fee:** Free
- **Delivery:** Online via Microsoft Teams
- **Enquiries:** Email support@synapone.com for any course queries

Course Topics

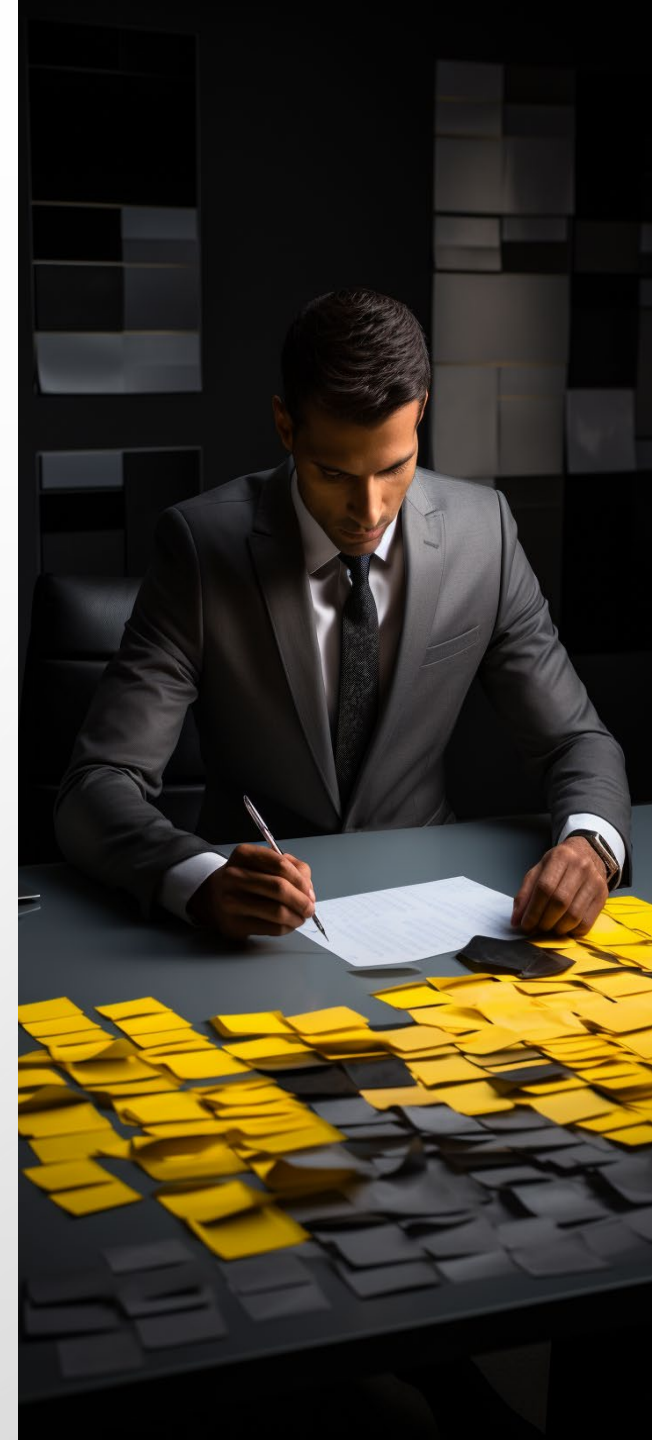
Microsoft Copilot 365 Functionality

1. Introduction to Microsoft Copilot 365
2. Prompt Engineering: Writing effective prompts for generating high-quality outputs
3. Navigating the Web & Work modes
4. Leveraging Copilot in Microsoft Word for efficient document creation
5. Crafting impactful presentations with Copilot in Microsoft PowerPoint
6. Maximising productivity with Copilot using Microsoft Excel
7. Generating outputs in multiple formats, including text, tables, and images

Customer Testimonial

Alek Ismayilov, Group Head of IT Risk (Aegon)

- The course on Microsoft Copilot was an important first step in laying the groundwork for our team's use of Generative AI in Operational Risk Management at Aegon.
- Participants have gained a solid foundation in understanding Copilot, leveraging use cases tailored to their risk management roles at the company.
- They particularly appreciated learning practical applications that directly impacted conducting risk assessments and operational efficiency.
- This training has empowered our team to integrate GenAI into our day-to-day operations, implement data-driven strategies leading to more informed decision-making and proactive risk management.





Course Trainer: Manoj Kulwal

- 27 years of experience in technology, risk, and financial services
- Has trained over 1,000 professionals through his classroom and online courses
- Won the award for “Best Use of AI For Transforming Business” from Mindvalley in 2024

About Synaptein Solutions Inc.

- Pioneer in Generative AI, Agentic AI, Process Automation, RPA
- Provider of world’s first forward-looking emerging risk content service
- Successfully delivered solutions to FDIC, HHS, NYC DSS, London Stock Exchange, Santander, SMBC, and UBS
- Presence in US, Europe & Asia