COPILOT TRAINING · LIVE SESSION

THE FUTURE ISN'T WAITED FOR,
IT'S EXPLORED.

A journey toward a new way of working with artificial intelligence.



EXPEDITION VERNE · LAURA MARCOS · 2026

COPILOT TRAINING

Start the *expedition*



EXPEDITION PLAN

Expedition *Plan*

Each stage has a purpose that makes transformation possible.



THE FIVE STAGES

Our *expedition*

DISCOVER

Understanding the potential of AI

- How it can help in daily work.
- Real use cases inside the company.

Goal

Build confidence and spark curiosity.

EXPLORE

First contact with the tool

- First conversations.
- How to ask good questions.
- Getting better answers.
- First guided trials.

Goal

Lose the fear and gain autonomy.

NAVIGATE

Bringing AI into daily work

- Writing reports.
- Presentations.
- Searching for information.
- Analysis.
- Collaboration.
- Problem solving.

Goal

Turn learning into productivity.

EXPERIMENT

Discovering new possibilities

- Try out new use cases.
- Share discoveries.
- Learn from other teams.
- Propose new applications.

Goal

Create a shared culture of innovation.

TRANSFORM

Making AI part of the day to day

- AI stops being a novelty.
- It becomes a regular work companion.
- The organization adopts new practices and new ways of collaborating.

Goal

Achieve sustainable adoption and continuous improvement.

One common thread: *Expedition Verne*

01	02	03	04	05
DISCOVER	**EXPLORE**	**NAVIGATE**	**EXPERIMENT**	**TRANSFORM**
Understand the potential of AI/Copilot	First real contact	Practice with Copilot	Discover possibilities	How to bring Copilot into your work

"The future isn't waited for. It's explored." *That same spirit guides this Copilot training.*

THE SPIRIT OF THE EXPEDITION

Jules Verne wrote about people able to imagine, explore and *dare* to discover what seemed impossible.



THE SPIRIT OF THE EXPEDITION

Every great discovery begins with a *question*

1 CURIOSITY

Every great discovery begins with a question.



2 EXPLORATION

Learning by doing, experimenting and discovering new possibilities.



3 DARING

Stepping out of the comfort zone to try new ways of working.



4 COLLABORATION

The best expeditions move forward by sharing knowledge.



5 TRANSFORMATION

Turning discoveries into real improvements for everyday work.



SESSION DESTINATION

Four goals to set off with Copilot already *underway*

01

UNDERSTAND WHAT COPILOT IS AND HOW IT WORKS

02

LEARN HOW TO COMMUNICATE WITH COPILOT

03

APPLY COPILOT TO REAL TASKS IN EACH AREA

04

PRACTICE WITH REAL COMPANY CASES

By the end of the expedition, every participant will be able to use Copilot and apply it in their area from day one.

EXPEDITION VERNE

MODULE 1 · STAGE 01

01

DISCOVER

Understand the potential of AI.

STAGE GOAL

01 · Understand what Copilot is and how it works



ACTIVITY · ICEBREAKER

Shall we introduce ourselves? Get to know your colleague

FORMAT

5 MIN IN GROUPS

SHARING BACK

Every expedition starts with a question. This exercise shows where we are starting from as a group.

WE SUGGEST

3 STEPS

1 **SOMETHING UNKNOWN**

Something unknown / personal to let others get to know you

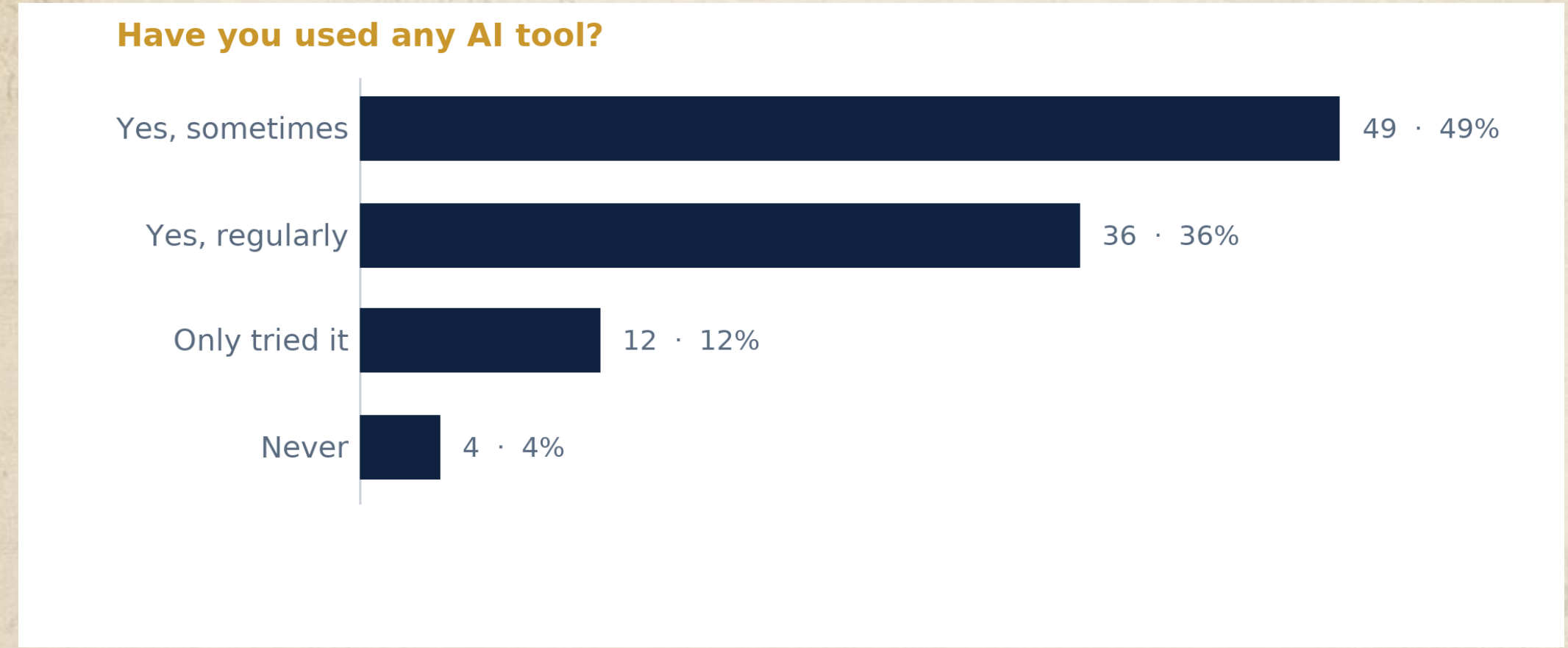
2 **YOUR ROLE / POSITION**

Experience, in other companies?

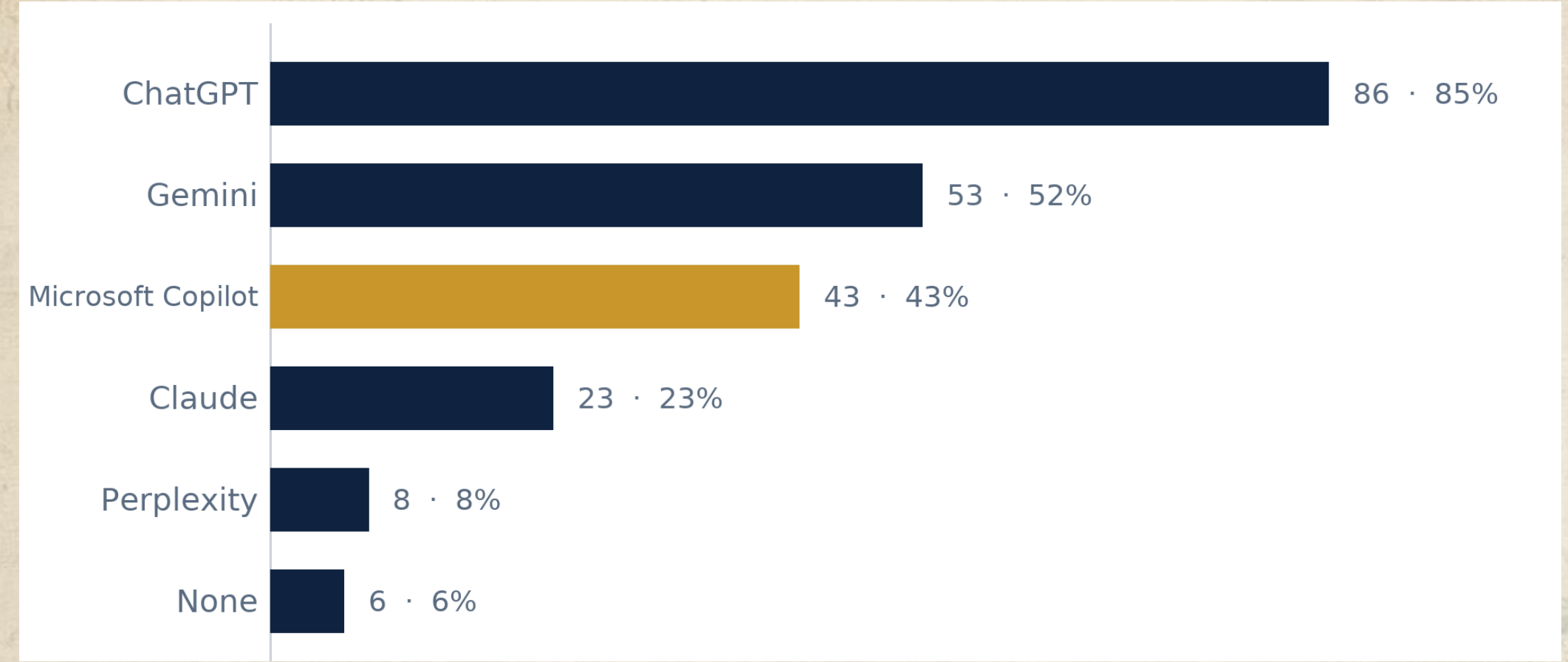
3 **WHAT IS AI TO YOU?**

We share in group for 5 minutes and we share back

Starting point



Tools used


ChatGPT
86 · 85%
Gemini
53 · 52%
Microsoft Copilot
43 · 43%
Claude
23 · 23%
Perplexity
8 · 8%
None
6 · 6%

REFLECTION

If you could get *30 minutes* of your day back every day, what would you invest them in?

Each person writes down two or three tasks that eat up their time. Then we sort them.

30'

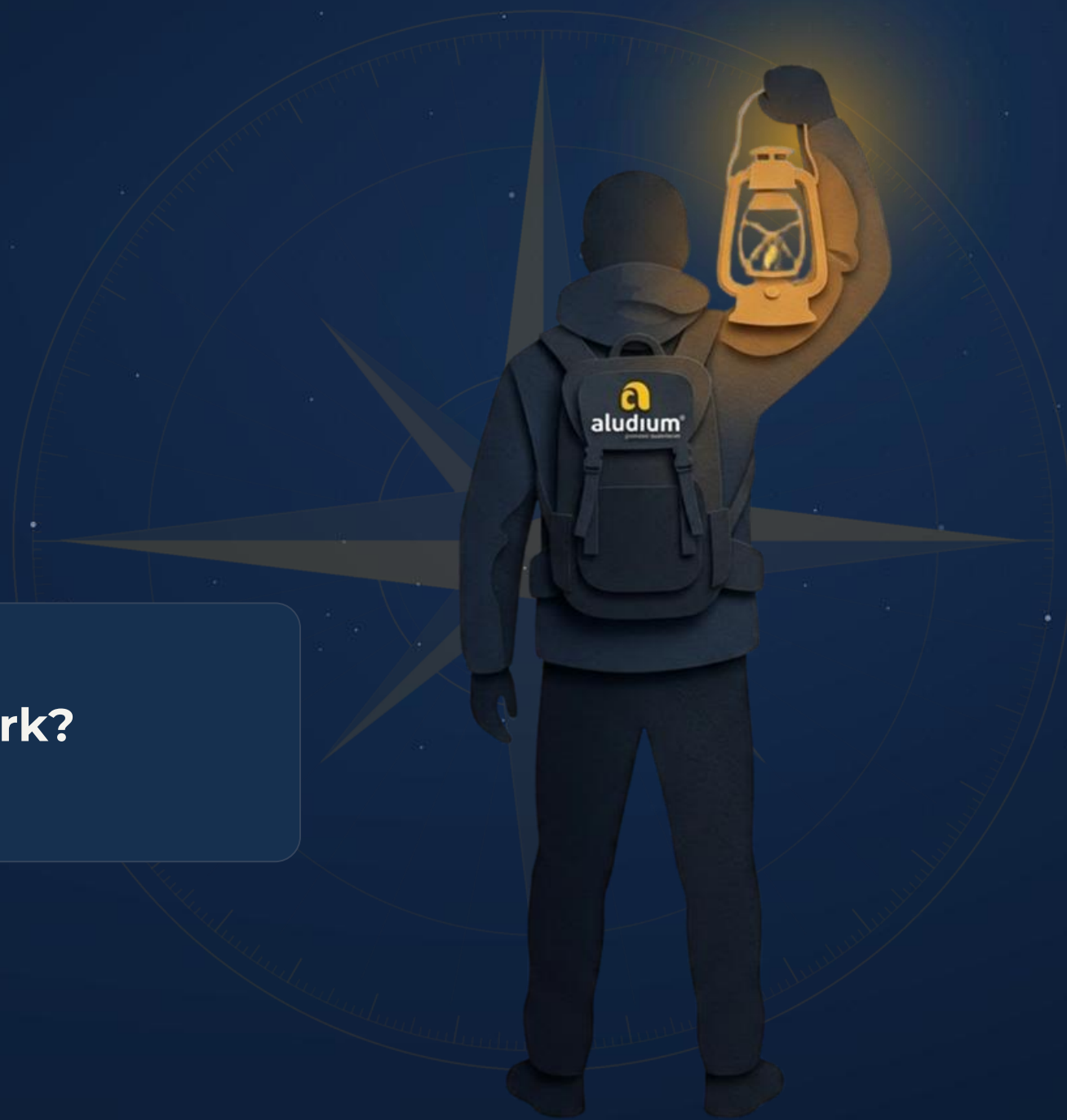
MINUTES A DAY

What would you invest them in?

REPETITIVE | SEARCH | WRITING | ANALYSIS | ORGANIZATION | COMMUNICATION

GROUP ACTIVITY

Group *activity*



THE MISSION

How can AI be useful at work?

IN GROUPS

SHARING BACK

Tasks that AI can improve: four families with *room to improve*

REPETITIVE

Filling in records, copying data or categorizing routine items.

ADMINISTRATIVE

Managing calendars, summarizing long meetings or sorting emails.

ORGANIZATIONAL

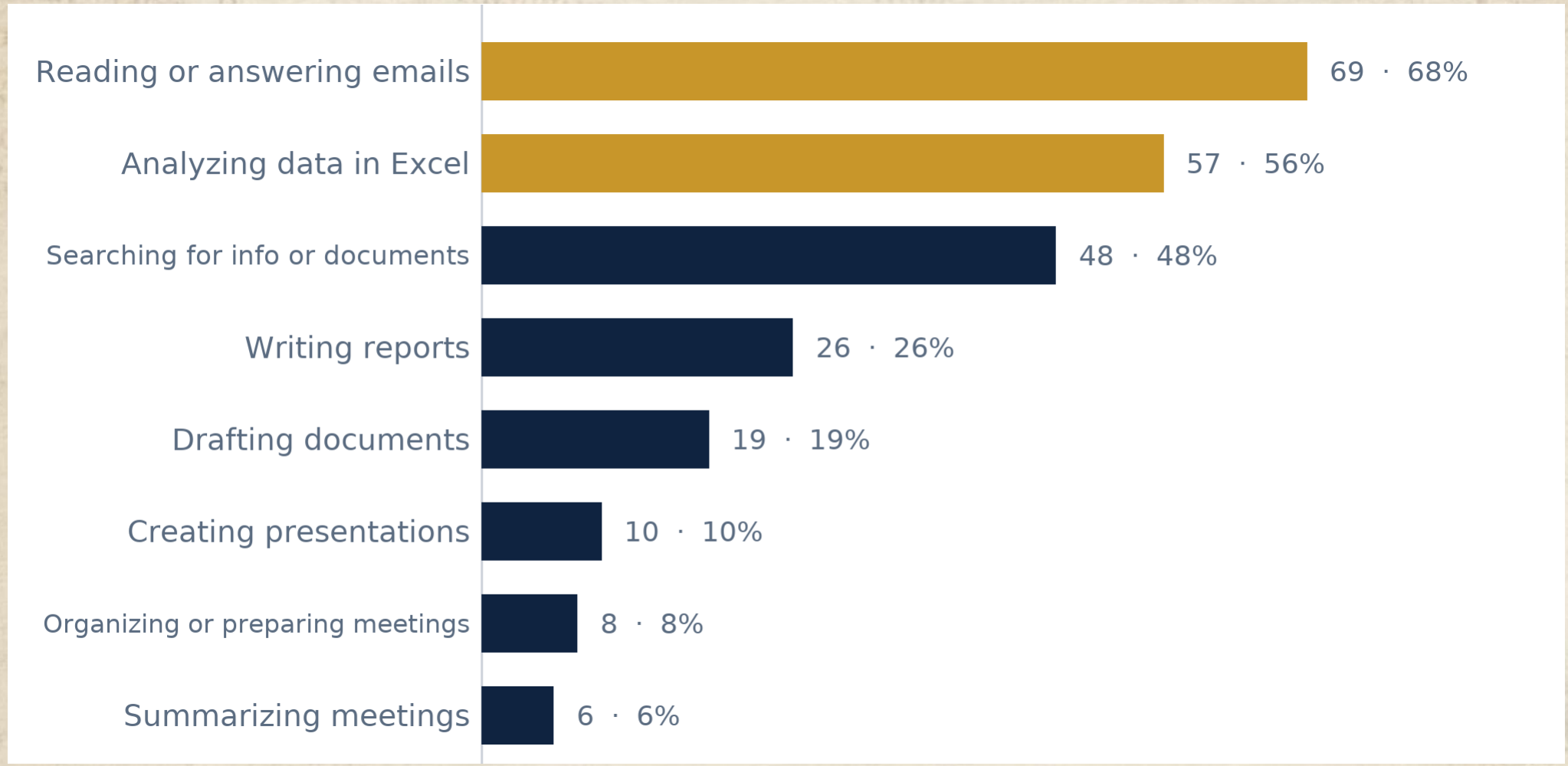
Preparing meetings, ordering priorities and structuring the team's work.

COMMUNICATION

Drafts of emails and announcements, and adapting technical tone for commercial audiences.

Add a fifth family if your role calls for it: analysis of long texts, cross-report summaries and follow-up minutes.

Most time-consuming tasks



Generative AI works by patterns, not by *rules*

- **Models that generate text, analysis and content**
- **They work by patterns, not by fixed rules**
- **They don't replace human judgment**
- **They require guidance, context and verification**

Copilot speeds up the work, but verification remains human.

IT PREDICTS, IT DOESN'T LOOK UP

AI predicts: it doesn't consult a database of truths. Hence the need to verify.

Myths and reality: what is said and what really *happens*

COMMON MYTHS

“AI does everything on its own”

Believing it works autonomously, without any intervention.

“It's going to take my job”

Fearing that automation will replace your professional judgment.

“It's always right”

Assuming every answer is true without questioning its accuracy.

TESTED REALITY

It needs clear instructions

The result is only as good as your prompt.

It frees you from mechanical tasks

It takes away the boring parts, but not the thinking.

It can be wrong and hallucinate

The final critical filter is always yours.

The hesitations are legitimate. The goal isn't to deny them, but to test them against what the tool really does.

Copilot is your assistant inside the *Microsoft 365 ecosystem*

BUILT INTO WHERE YOU WORK

It lives inside Word, Excel, PowerPoint, Outlook and Teams: the tools you already use every day.

CONNECTED TO YOUR CONTEXT

It securely accesses your cloud documents, recent emails, chats and past meetings.

AN EVERYDAY FACILITATOR

It generates ideas, creates documents, summarizes dense information and speeds up your daily decisions.

It is not a stand-alone program or a generic chatbot: it is a layer of intelligence on top of the tools you already have open.

Searching is not the same as having an intelligent *agent*

GOOGLE · TRADITIONAL SEARCH

Finds static information on the web.

Example
"How to write a formal email about a project delay"

Result
Links to generic templates that you still have to adapt.

COPILOT · INTELLIGENT AGENT

Understands your context, runs tasks and analyzes your data.

Example
"Write a formal email to report the delay of the Aludium project, with 3 solutions"

Result
The personalized email, ready to review and send.

A search engine tells you where to look. An agent hands you the work already started, with your context built in.

AI is here to stay, and it does so as your *copilot*

KEY IDEA

“Copilot doesn't replace you, it amplifies your professional abilities.”

COPILOT, NOT PILOT

It acts as your first mate. Direction and final responsibility are always yours.

EXPANDS YOUR PRODUCTIVITY

It assists you to think better, write drafts, analyze data and make decisions.

ADAPTIVE CONTEXT

It is not magic or a static trick: it draws on your daily work context.

01 —— STAGE · DISCOVER

The person is the pilot; AI is the *copilot*.

The pilot sets the course, priorities and ethical limits. The copilot proposes alternative routes, corrects small errors and takes over routine tasks.



What it can and can't do: you have to know the limit *beforehand*

CAN'T DO

Read private data without permission
It doesn't bypass your account's security barriers.

Guess data that doesn't exist
It doesn't speculate about information that isn't written down.

Replace your professional judgment
The decision and the final sign-off are always yours.

CAN DO

Write, summarize and transform
Drafts of emails, letters and proposals.

Analyze data tables
Study numerical patterns and suggest conclusions.

Prepare meetings and presentations
Key points, first drafts of minutes and slide outlines.

AI doesn't replace: it amplifies. It makes you better at what you are already good at.

Common objections: two are false and one is *true*

“Copilot works miracles on its own.”

FALSE

It needs your instructions and your supervision to deliver high-value work.

“It takes me longer to write the prompt than to do it myself.”

FALSE

A well-structured prompt saves you hours of writing and later corrections.

“It makes things up and gets it wrong.”

TRUE

Sometimes it hallucinates. That's why our role is to validate, review and iterate the result.

Objections are handled with practice, not promises: the first two fall away as soon as you try it, and the third becomes our golden rule.

EXPEDITION VERNE

MODULE 2 · STAGE 02

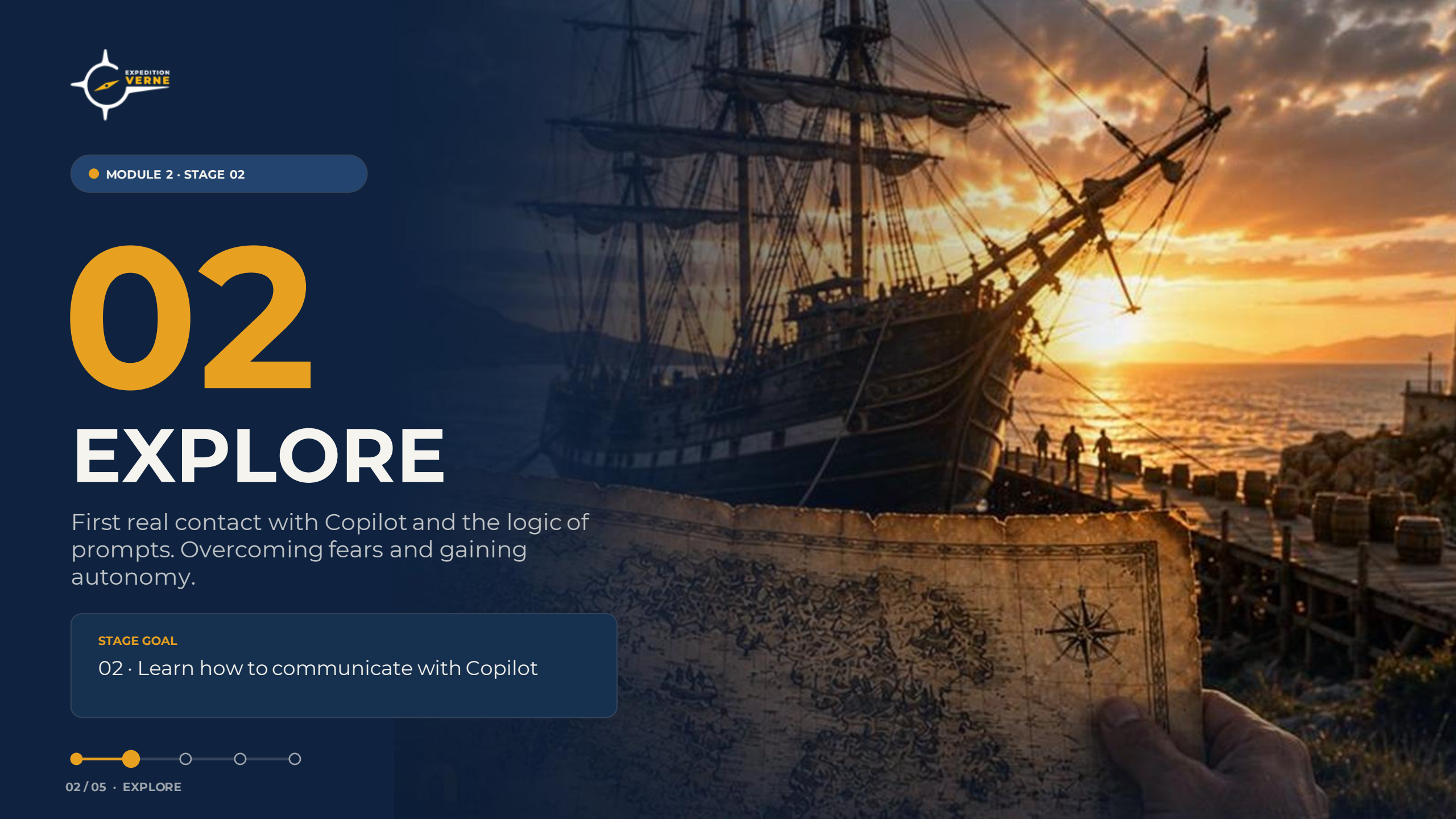
02

EXPLORE

First real contact with Copilot and the logic of prompts. Overcoming fears and gaining autonomy.

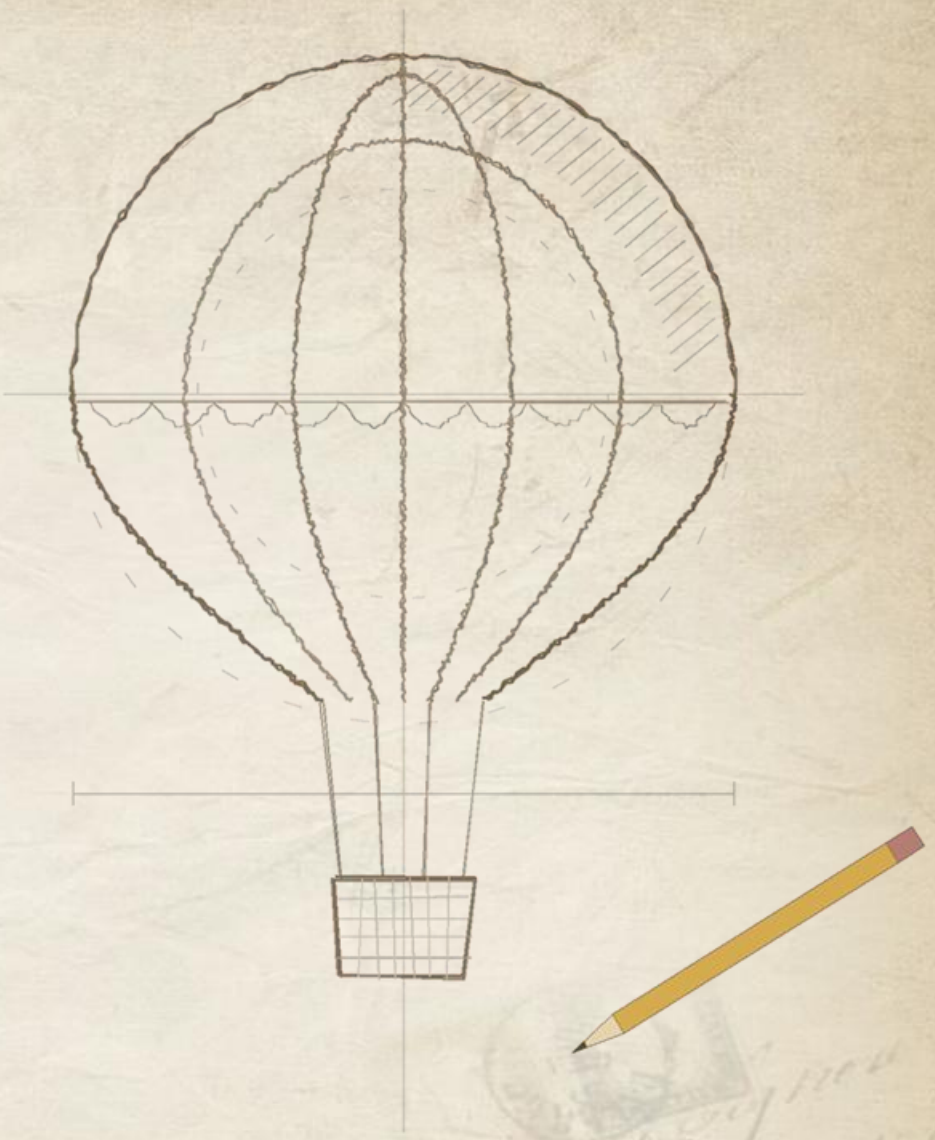
STAGE GOAL

02 · Learn how to communicate with Copilot



PRACTICE

1st practice of *prompts*



THE MISSION

Draw with AI: Our Copilot explorer avatar

FIRST CONTACT

Nautilus



2nd PRACTICE · NOW IN COPILOT

The *three*-question challenge

THE MISSION

“You need to prepare an internal communication to announce a new team member.”

FORMAT

THE SAME MISSION FOR EVERYONE

WE COMPARE RESULTS

It's not magic. It's conversation.

HOW WE DO IT — 3 STEPS

1

PROMPT 1 · SPONTANEOUS

Write the prompt the way you would without thinking. Look at the result.

2

PROMPT 2 · WITH CONTEXT

“You act as head of internal communications...”

3

PROMPT 3 · WITH RESULT

“Write a short, friendly and clear message, maximum 150 words...”

Copilot can make up data if it isn't *guided*

IT CAN MAKE UP DATA

If it isn't given context or sources.

IT DOESN'T KNOW THE CONTEXT

It only knows what it is given.

IT REQUIRES VERIFICATION

Human review is mandatory.

IT DOESN'T DECIDE FOR YOU

It doesn't replace critical processes.

GOLDEN RULE OF THE EXPEDITION

Everything Copilot produces is reviewed before it is used. No critical decision is made without human verification.

Six elements turn a loose request into a good *prompt*

01 CONTEXT

Who you are, who it's for and what the framework of the request is.

02 GOAL

Be specific about what you expect: a draft, an outline, a table.

03 FORMAT

How you want it delivered: bullet points, comparison table, short email.

04 EXAMPLES

Samples of previous texts to guide style and structure.

05 CONSTRAINTS

What it must NOT do: maximum 150 words, no complex technical jargon.

06 TONE

The desired attitude: formal, friendly, persuasive, descriptive or assertive.

Trial, error and learning: a good prompt almost never comes out on the first try.

RTCA method: role, task, context and *action*

R

ROLE

Who you are: your role, your area and your level of detail.

T

TASK

What exactly you need and what you'll use it for.

C

CONTEXT

What it needs to know: data, constraints and recipient.

A

ACTION

What it must produce: format, length, tone and structure.

EXAMPLE · COPILOT

“You are a quality technician at an aluminum plant. I need a non-conformity report based on this scrap data. It must be addressed to production and fit on one page, with probable causes and corrective actions.”

PSCRA method: the navigation chart for talking with *AI*

P — PURPOSE

Define precisely what you want to achieve.

S — STARTING POINT

Where we're starting from: loose ideas, an unfinished text.

C — CONTEXT

Details of the environment, your profile and the target audience.

R — RESULT

The exact structure and format of the deliverable.

A — ADJUSTMENTS

Continuous improvement: iteration and further refinement.

If a result doesn't convince you, check which of the five letters you skipped.

3rd PROMPT PRACTICE

Recalculating the *course*

FORMAT

AN ANSWER THAT DOESN'T CONVINCE

COURSE-CORRECTION MANEUVERS

A good answer isn't always achieved on the first try. Knowing how to recalculate is also knowing how to work with AI.

HOW WE DO IT — 3 STEPS

1 **STARTING POINT**

"Give me a summary of this document." → Result too generic.

2 **THE MANEUVERS**

Add context → clarify the goal → change perspective → ask for examples → get specific → review.

3 **ARRIVAL POINT**

"Summarize this document for a department head. Identify the 5 main ideas, the decisions to make and the risks. End with an action table."

Three concepts to live in practice, not *memorize*

CONTINUOUS ITERATION

It is a conversational system: you will rarely get the ideal prompt on the first try.

Correct, add limits and polish the answer in dialogue.

HALLUCINATIONS

Wrong answers presented with total confidence by the model.

They are reduced by giving good context, real references and narrowing down the documents.

INFERENCE

Its ability to connect scattered ideas, deduce intentions and interpret contexts.

Take advantage of it by asking it to draw out the implications of your texts.

These three concepts explain almost everything that goes wrong and almost everything that goes extraordinarily well.

FIRST PRACTICE IN PAIRS

Turning a weak prompt into an *excellent one*

FORMAT

20 MIN IN PAIRS

10 MIN SHARING BACK

We will boost creativity, judgment and the ability to innovate.

HOW WE DO IT

3 STEPS

1 **ACTIVITY**

Turn a weak prompt into an excellent one by applying RTCA.

2 **MATERIAL**

Three real company examples, one per area.

3 **GOAL**

Learn to guide Copilot instead of asking it for magic.

Prompt ladder: the same request at three levels of *quality*

LEVEL 1 · BASIC

"Write a reply to this customer who is unhappy."

→ A generic letter, with a cold, flat tone.

LEVEL 2 · IMPROVED

"Reply to the unhappy customer's email empathetically. Offer apologies and propose a short call this afternoon."

→ Much more focused.

LEVEL 3 · EXCELLENT

"Act as Aludium's customer service manager. Reply to this complaint in a professional, assertive tone. Explain that the delay was due to customs logistics and propose three meeting dates. Maximum 150 words."

→ Draft ready for signature.

MODULE 3 · STAGES 03 AND 04

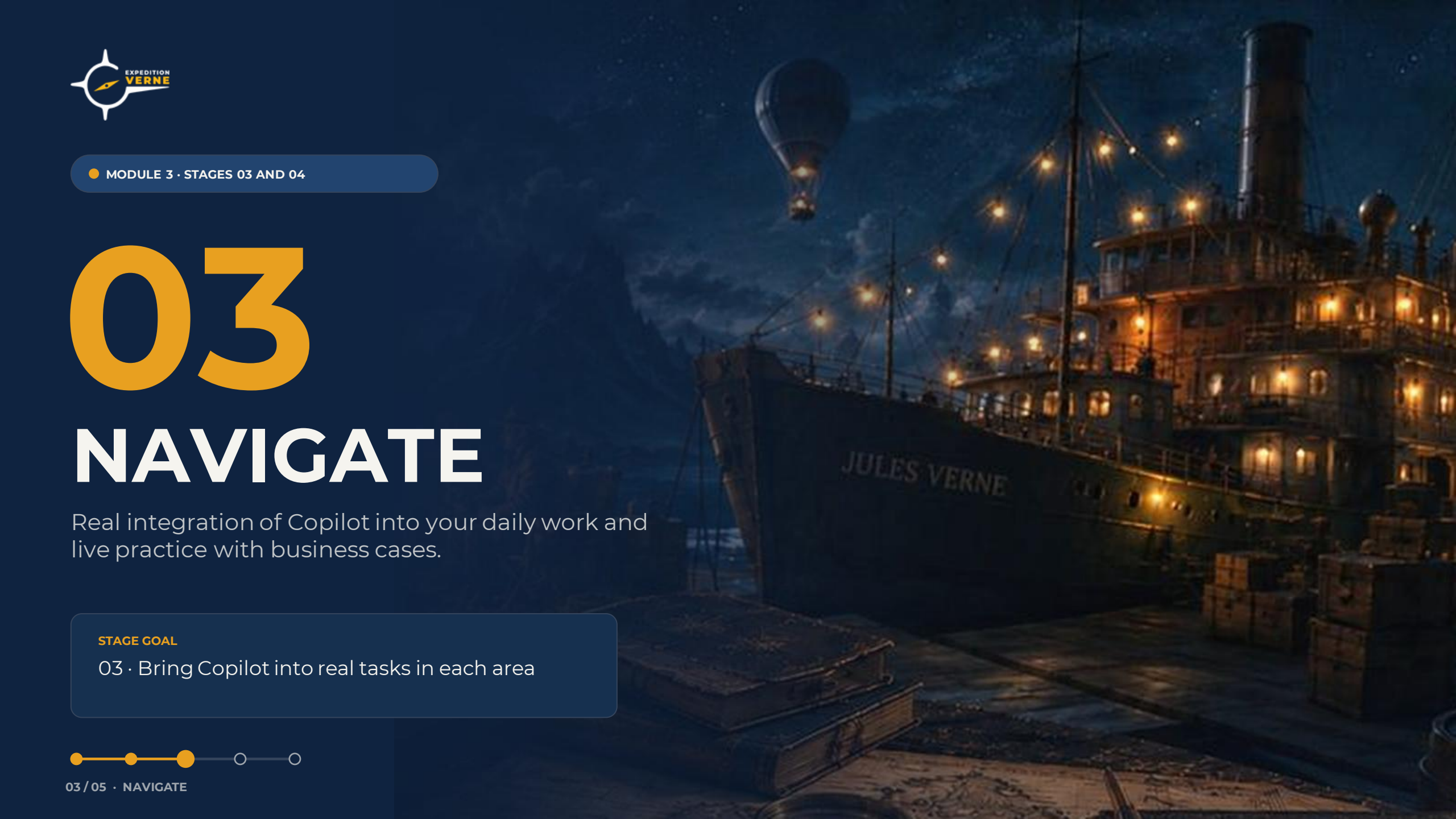
03

NAVIGATE

Real integration of Copilot into your daily work and live practice with business cases.

STAGE GOAL

03 · Bring Copilot into real tasks in each area



MICROSOFT 365 APPLICATION

Outlook

Agile communication and an inbox *under control*.

Copilot in Outlook: agile communication and an inbox under *control*

FAST WRITING

Persuasive, technical or friendly drafts from a few short bullet points.

THREAD SUMMARIES

Understand long conversations with many recipients without reading everything.

SMART PRIORITIZATION

It identifies critical messages and tasks that need immediate action.

READY-MADE PROPOSALS

It professionally structures your key proposals or announcements.

TRY THIS · COPILOT

"Turn this customer request email into an action plan with 3 columns."

PRACTICE · REAL WORK

The explorer's *mission*

FORMAT

ONE MISSION PER GROUP

WITH COPILOT

Asking it to just do it isn't enough: what we want, what it needs, which prompt, what comes out and what we review. The technology brings speed; your experience brings judgment.

HOW WE DO IT — 6 STEPS

1. **OUTLOOK MISSION**
   Write and improve a communication.
2. **TEAMS MISSION**
   Prepare a meeting from prior information.
3. **WORD MISSION**
   Turn messy information into a structured document.
4. **EXCEL MISSION**
   Analyze a table and draw conclusions.
5. **POWERPOINT MISSION**
   Turn information into a presentation structure.
6. **RESEARCH MISSION**
   Search, compare and synthesize information.

MICROSOFT 365 APPLICATION

Excel

Data analysis and exploitation made *simple*.

TRY THIS · COPILOT

"Analyze this downtime table and tell me what pattern you see."

03 / 05 · NAVIGATE

Copilot in Excel: data analysis and exploitation made *simple*

EXPLORATORY ANALYSIS

It identifies trends, outliers and patterns immediately.

INSTANT VISUALIZATION

Charts and pivot tables recommended for your data in one click.

SELF-EXPLAINING FORMULAS

Ask it to write advanced formulas or explain them step by step.

FORMATTING AND CLEANING

It structures flat data into a table format so you can work with it.

MICROSOFT 365 APPLICATION

Word

Documentation and writing *without friction*.

TRY THIS · COPILOT

“Summarize this procedure on one page for operators.”

03 / 05 · NAVIGATE

03 —— STAGE · NAVIGATE · REWRITING AND ANALYSIS

Copilot in Word: documentation and writing without *friction*

SMART REWRITING

Changes the tone of a paragraph, expands ideas or summarizes complex sections.

DOCUMENT ANALYSIS

Direct queries about regulations or technical specifications in contracts.

GENERATION FROM SCRATCH

Drafts or operating procedures from unstructured notes.

VERSION COMPARISON

Quick comparison of specifications between two drafts of a contract.

Copilot in Word and Excel: write better and understand your *data*

WORD

Procedures, reports, policies and summaries
Simplifying technical texts for the plant.

Try this
“Summarize this procedure on one page for operators.”

EXCEL

Data analysis, trends and charts
Automatic insights on production series.

Try this
“Analyze this downtime table and tell me what pattern you see.”

In both cases Copilot works on your own documents and spreadsheets: the context is already inside Microsoft 365.

MICROSOFT 365 APPLICATION

Teams

Meetings that leave *agreements and tasks*.

TRY THIS · COPILOT

“Summarize what has been said so far. Give me the decisions and extract the tasks with owners.”

03 / 05 · NAVIGATE

03 —— STAGE · NAVIGATE · MINUTES AND MEETINGS

Copilot in Teams: meetings that leave agreements and *tasks*

AUTOMATIC MINUTES

It generates live minutes, noting agreements and participants.

CHAT SUMMARIES

Catch up on project channels without going through old threads.

PREP BEFOREHAND

It gathers the information shared before the meeting starts.

FOLLOW-UP ACTIONS

It extracts pending tasks with due dates and owners.

Automatic meeting summaries in Teams with *Copilot*

YOU NEED: TRANSCRIPTION OR RECORDING TURNED ON

COPILOT AVAILABLE IN TEAMS

1

DURING THE MEETING

Open Copilot in the top bar: “Summarize what has been said so far”, “Give me the decisions”, “Extract the tasks with owners”.

2

WHEN IT ENDS

In the meeting chat, Copilot generates the summary, decisions, actions with owners and open topics on its own.

3

AFTERWARD

“Make an executive report”, “Turn the summary into an email”, “Give me only the tasks”.

WHAT THE SUMMARY INCLUDES

Key points · Decisions made · Actions and owners · Open topics · The tone of the meeting, when it is clear

FOR IT TO WORK WELL

Transcription or recording turned on · Clear conversation · Explicit mention of tasks and their owners

MICROSOFT 365 APPLICATION

PowerPoint

Presentations that *convey* your message.

TRY THIS · COPILOT

“Generate a 5-slide presentation structure aimed at the IT manager.”

03 / 05 · NAVIGATE

Copilot in PowerPoint: presentations that convey your *message*

FROM DOCUMENT TO SLIDES

It turns a Word report into a preliminary set of slides.

SUPPORTING STORYTELLING

It suggests the structure of the talk, the sequence and the narrative rhythm.

QUICK DESIGN TWEAKS

It organizes text boxes, aligns elements and places the information.

The draft it generates has to be reviewed: it's for getting started, not for presenting as is.

PowerPoint, Outlook and Teams: less time on *repetitive work*

POWERPOINT

Create presentations from documents, generate structure and write key messages for management.

OUTLOOK

Summaries of long emails and drafting replies in the right tone.

TEAMS

Meeting summaries and generation of agreements and follow-up tasks.

The time freed up here is the time spent on what does require technical judgment.

Five rules that make the difference in everyday *use*



01

VERIFY

Check every piece of data before using it in a document.

02

GIVE CONTEXT

AI only knows what you tell it in the prompt.

03

ASK FOR A FORMAT

Say how you want the answer and how long.

04

AVOID VAGUENESS

The more specific you ask, the better the result.

05

YOU DECIDE

No critical decision without human review.

If you ever doubt a Copilot result, go back to these five rules before accepting it as good.

EXPEDITION VERNE

MODULE 4 · STAGE 04

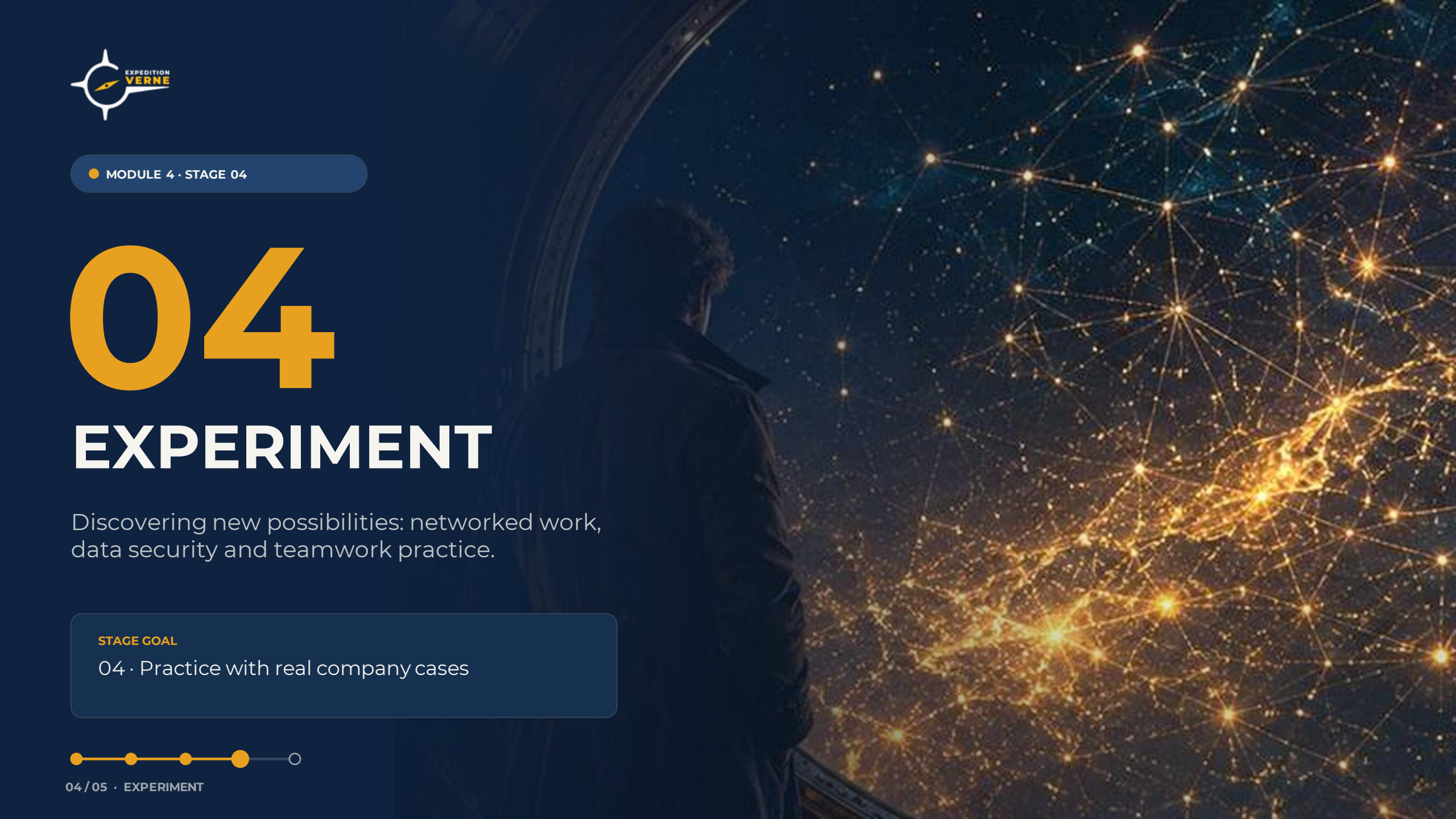
04

EXPERIMENT

Discovering new possibilities: networked work, data security and teamwork practice.

STAGE GOAL

04 · Practice with real company cases



Next steps: what to do starting *tomorrow*

DAILY PRACTICE

Use Copilot on at least three everyday tasks: a long email, summarizing a chat, preparing a meeting.

YOUR SUCCESS STORIES

Record which prompts have worked best for you and share them with your area.

VIRTUAL WORKSHOP

We'll meet at the 2.5-hour virtual workshop to consolidate and answer questions.

SUPPORT RESOURCES

User manual, prompt glossary and templates on the internal portal.

Before the virtual workshop: bring two real examples from your job, one that went well and one that gave you trouble.

The Champion: someone who already uses it tells how they have *integrated it*

WHAT THEY USE IT FOR

Which tasks they now do with Copilot and which they still do as before.

WHAT THEY'VE GAINED

Time recovered, quality of drafts and fewer repetitive tasks.

WHAT IT COST THEM

What didn't work at first and how they solved it by iterating.

THEIR THREE PROMPTS

The specific prompts they now keep saved and reuse every week.

Nobody is as convincing as a colleague from your own plant telling what already works for them.

Working in a network: Copilot shines with what is in OneDrive and *SharePoint*

YOUR KNOWLEDGE BASE

Copilot reaches its full potential when files are in the corporate cloud, not on the desktop.

PERMISSIONS AND ACCESS

The permissions model ensures Copilot only reads what your credentials allow you to see.

RISK: WRONG PERMISSIONS

If a confidential file is marked as public, Copilot could index it for the whole workforce.

DATA SENSITIVITY

Safe use requires classifying files properly and complying with confidentiality policies.

Security and accuracy: the three golden rules of the *expedition*

01

MANDATORY HUMAN VALIDATION

AI generates excellent drafts, but it's your professional signature that goes on the final email. Check every figure.

02

CROSS-CHECKING REAL SOURCES

Copilot cites internal files. Click the references and check exactly which document the data comes from.

03

ACTIVE ERROR DETECTION

With accounting data, regulations or formulas, distrust by default and check with a quick calculation.

Data sensitivity: nothing confidential goes into a prompt without first checking where it will end up.

GROUP CHALLENGE · WITH AI

Teamwork practice: the *treasure hunt*

FORMAT

25 MIN OF EXECUTION

10 MIN SHARING BACK

The team that finds the answers and can say exactly which document they come from, in the least time, wins.

HOW WE DO IT — 3 STEPS

1 **THE DYNAMIC**

Each team receives 5 questions about the latest version of the plant safety procedures.

2 **THE CHALLENGE**

Find and cross-check the answers using only Copilot connected to the corporate SharePoint.

3 **THE TIME**

25 minutes of practice and 10 minutes of sharing back to exchange tricks.

Complete case: from the need to validating the *result*

1	2	3	4	5
NEED	**PROMPT**	**RESULT**	**VALIDATION**	**ITERATION**
You receive a 40-page report on the operations analysis.	*“Summarize the 3 most critical conclusions and present them in a table.”*	Copilot generates a draft summary immediately.	You check the references against the original report: one data point is false.	You correct the data point and ask to change the tone to a formal one for management.

THE FAKE NEWS TRAP

In step 4 we deliberately introduce a false statement. Whoever doesn't cross-check, won't see it. That is the lesson.

PRACTICE · OPEN CHALLENGE

The treasure *hunt*

THE MISSION

“You have to prepare a proposal to improve a process in your department.”

FORMAT

BY TEAMS

DELIBERATELY IMPERFECT INFORMATION

The best prompt doesn't win: the team that gets furthest by making better use of AI and its own judgment wins.

HOW WE DO IT — 6 STEPS

01 **INVESTIGATE**
Search for and gather the starting information.

02 **ANALYZE**
Detect what is missing and what doesn't add up.

03 **GENERATE**
Build the proposal with Copilot.

04 **REVIEW**
Check results and identify errors.

05 **IMPROVE**
Decide which information to use and fine-tune.

06 **PRESENT**
A concrete deliverable for the group.

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Use Copilot on at least three everyday tasks: a long email, summarizing a chat, preparing a meeting.

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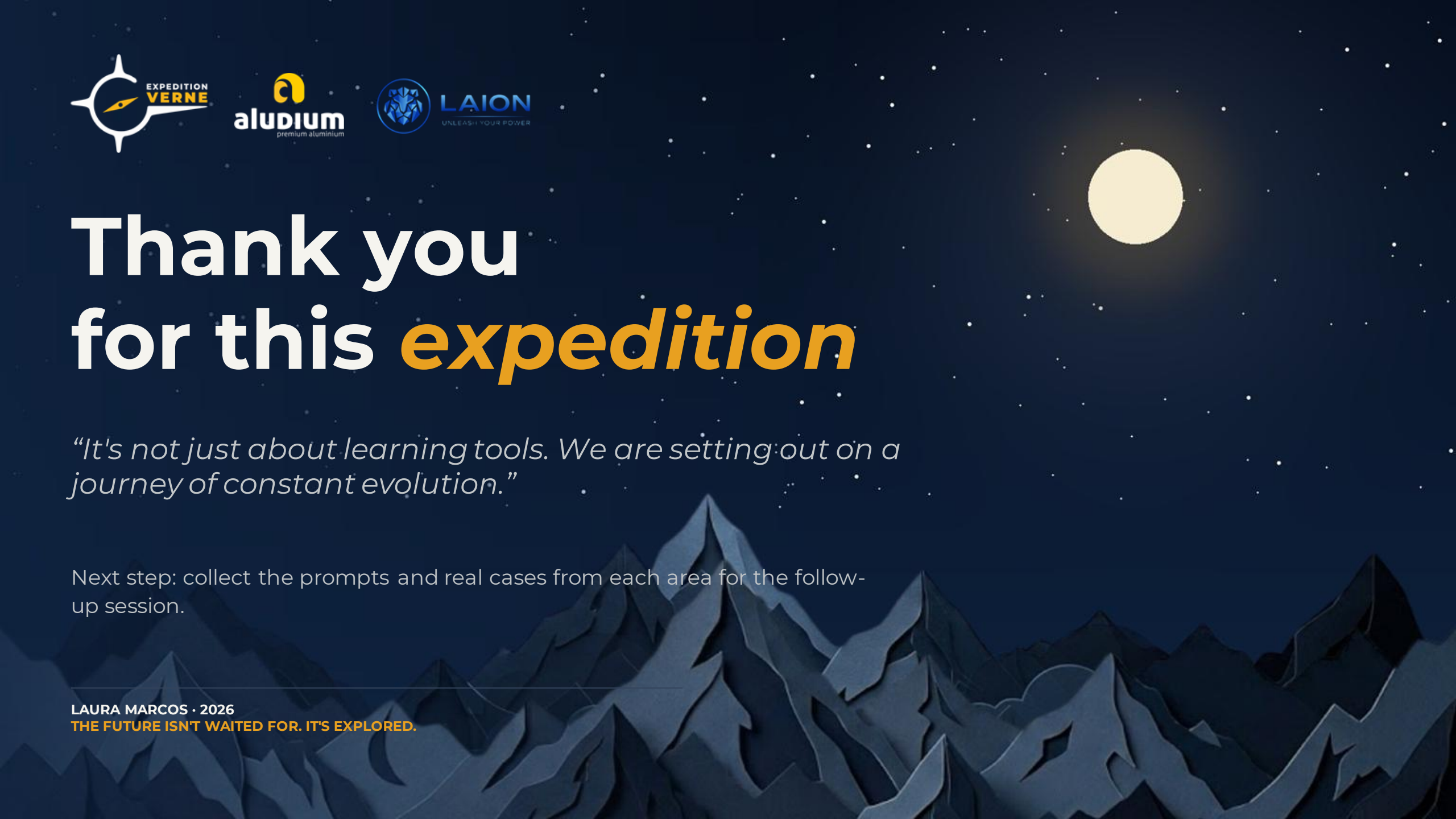
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Thank you for this *expedition*

“It's not just about learning tools. We are setting out on a journey of constant evolution.”

Next step: collect the prompts and real cases from each area for the follow-up session.

LAURA MARCOS · 2026

THE FUTURE ISN'T WAITED FOR. IT'S EXPLORED.