



Content Creation with Copilot



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Agenda

- Copilot Chat Overview
- Creating Content with Copilot
- Tips for Writing Effective Prompts



Be safe with AI-powered chat



Leveraging the advanced capabilities of the latest LLM models, Copilot empowers us to:

- Efficiently summarize lengthy documents
- Create professional and customer-ready content
- Generate captivating presentations, articles, emails, and more

It's important to note that using non-approved AI web services can risk exposing personal or confidential data to the public.

Copilot for AI chat ensures data integrity with Microsoft's built-in enterprise data protection.

Copilot Security Commitments



Enterprise

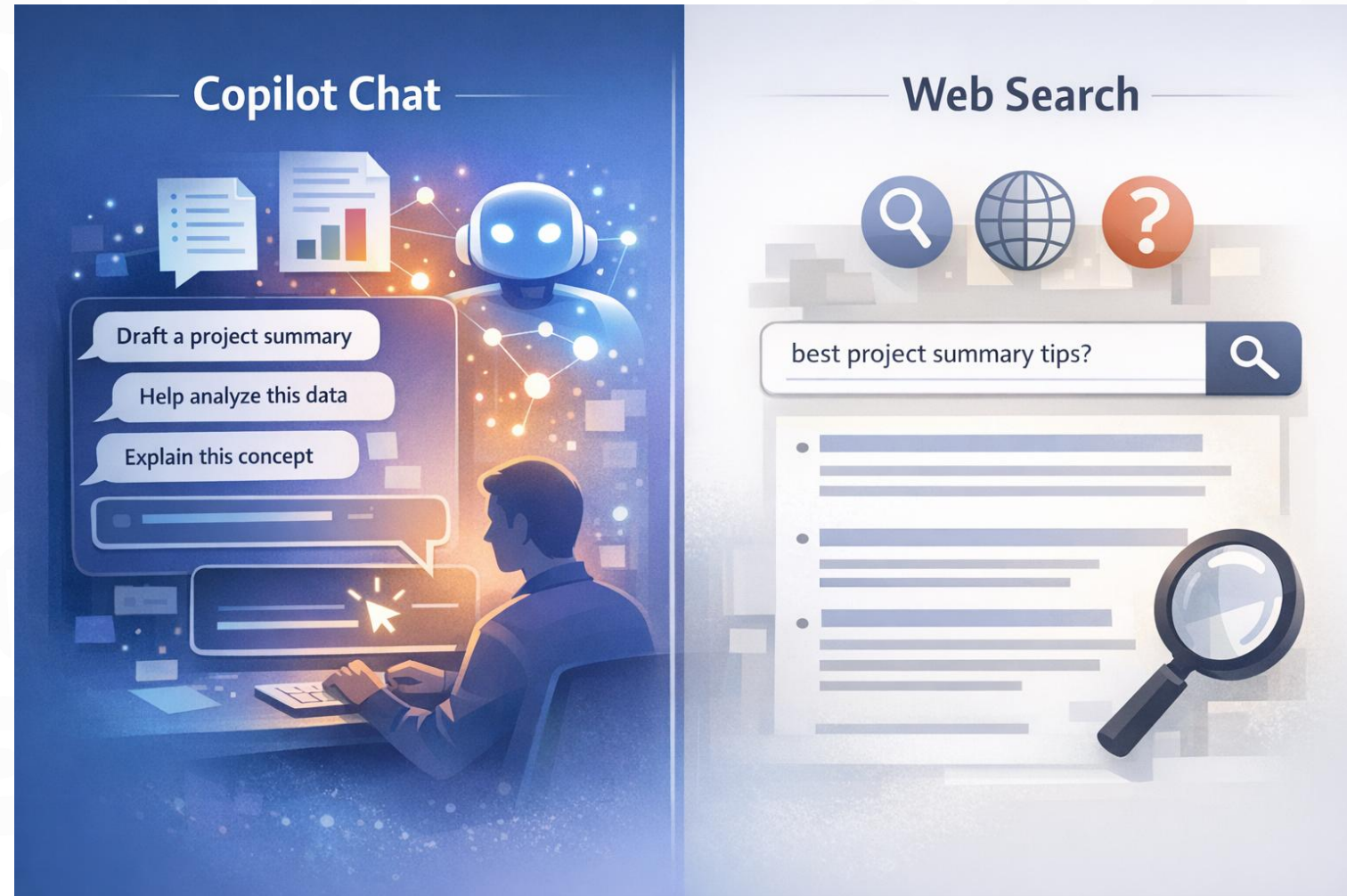
(Commercial Cloud)

- Global data centers
- ISO 27001, SOC, GDPR compliance
- Encryption in transit & at rest



Copilot Chat

- Far beyond search!
- Ask Copilot a question or make a request
- Engage Copilot chat conversationally for the best results and experience
- Seek explanations, gain insight, and create original, unique content.



Copilot as a Drafting Partner

Copilot Chat helps when you:

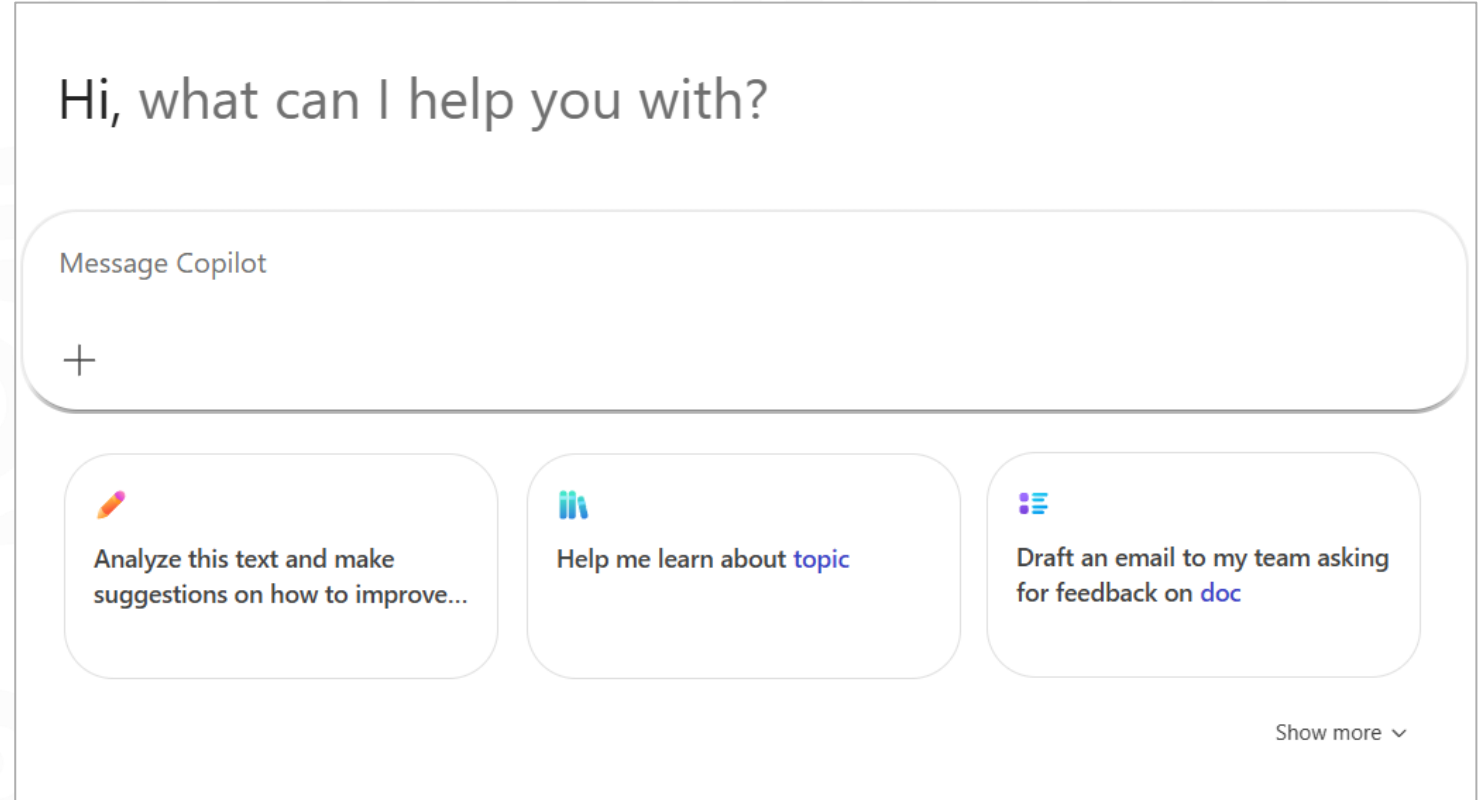
- Don't know where to start
- Need a first draft
- Need ideas, structure or

You stay in control:

- Copilot generates suggestions
- You decide what gets used

Where to Find Copilot

- **Browser - Access Copilot from [Office.com](https://office.com) or via the Edge Sidebar (if available)**
- **Desktop App**
- **Mobile App**
- **Integrated within Outlook**



Start Chatting

Summarize this document

- Reformat with a different output
- Reframe for a different audience
- Explain specific details

Enriching our employee experience

We live in a society where we want to be part of something bigger; we want to feel like we're part of a team.

When you are out of town and you see someone wearing a jersey from your favorite sports team, you sense an instant connection. You're unified and part of something bigger than yourself.

The feeling of unity is one reason why cultivating a company culture is an important aspect of our business.

Unity positively impacts the company by solidifying values and goals among us, and also increases our morale.

Having a defined company culture gives our team something to be excited about. It comprises the beliefs and behaviors that influence how employees and leadership interact with one another and how we handle business transactions. It embodies the core values of our company that each team member emulates.

What we're doing

The employee engagement initiative is a company-wide program aimed at building visibility and trust through transparent conversations. Employees can freely communicate with one another and gain access to key company leaders.

While the initiative is planned to be ongoing, it will at first be comprised of three phases: an initial period to build out the tools, forum, and guidelines, a middle phase to engage employees and collect feedback, and a third phase of empowering our employees to join groups and committees that translate ideas into action.

PHASE ONE	PHASE TWO	PHASE THREE
June – August	Sept – Oct	Nov – Dec
Build and listen	Engage	Empower

Employee Enga...

Summarize this [Employee Engagement Plan.docx](#)

Copilot

Here's a clear, concise summary of [Employee Engagement Plan.docx](#), focused on purpose, structure, and outcomes:

Employee Engagement Plan – Summary

Document Details

- **Title:** Employee Engagement Initiative
- **Date:** June 20, 2018
- **Authors:** Patti Fernandez (President) and Diego Siciliano (Human Resources)
- **Theme:** *Enriching our employee experience* [Employee Engagemen...](#)

Purpose & Vision

The plan emphasizes building a strong, unified company culture where employees feel part of something bigger. A defined culture is positioned as key to aligning values and goals, increasing morale, and improving

Turn it into talking points for managers

Copilot

Here are **manager-ready talking points** you can use in team meetings, huddles, or 1:1s. They're written in plain language so you can speak naturally without reading from a script.

Employee Engagement Initiative

Manager Talking Points

1. Why This Matters

- Our goal is to create a workplace where people feel connected, valued, and part of something bigger than just their day-to-day job.
- Engagement isn't just about satisfaction—it directly impacts morale, teamwork, customer service, and performance.



Demo: Getting Started

Content Creation in 3 Easy Steps



1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. If you would like Copilot to source information from any reference files, you can upload them in your prompt by selecting the "Add content" button.



2. Check sources

Copilot Chat is transparent about the sources of its information. See these sources listed underneath the answer. Vet these sources and validate your answers.



3. Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.

For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.

Create Emails & Messages

Copilot helps you quickly turn ideas into clear, professional emails and messages



Draft a short, professional email reminding students of an important assignment deadline.



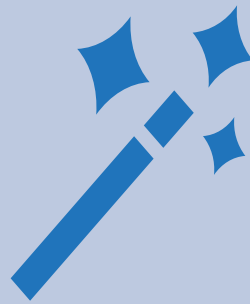
Write an email clarifying the expectations around a group project or assignment.



Create a clear but positive email discussing academic integrity and best practices.

Writing Coach

Copilot can act as a writing coach helping to quickly adjust tone and improve clarity



Rewrite this email to be clearer and more professional.



Improve the tone of this message to sound more collaborative.



Suggest a stronger subject line for this email.



Demo: Drafting Communications

Drafting Documents

Copilot can draft clear, well-structured documents, saving you time with...



Create a one-page overview of the course grading rubric and summarizing frequent questions on the student handbook.



Draft a professional introduction explaining the purpose, scope, and method of [strategy] to share in a faculty meeting.



Draft a comprehensive lesson plan based on [document] for a 60 minute class. Note how much time to plan for each section.

Report Writing

Copilot can summarize information, extract key insights, and organize results into report-ready tables and summaries



Using these attendance and engagement reports, write a summary to analyze the key trends.



Pull the key metrics and outcomes from this report and present them in a simple table.



Create a table listing major themes from the most recent student survey results.



Demo: Creating Lesson Plans



Create Presentations

Copilot can create structured presentation-ready slides with clear messaging



Generate a PowerPoint presentation based on this lesson plan, with a title slide, content slides, and a conclusion.



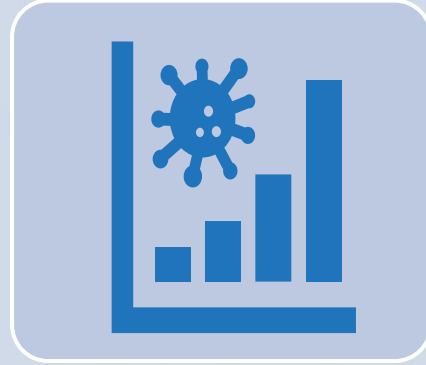
Recommend speaker notes for each slide to help explain the content to a general audience.



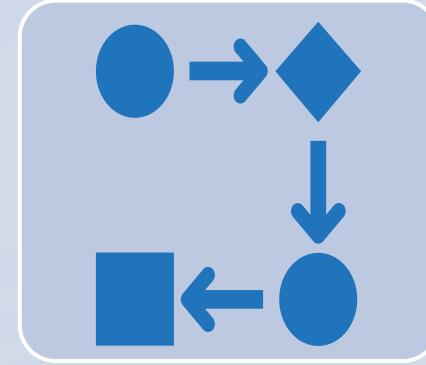
Review this presentation and suggest improvements for accessibility, clarity, and student engagement.

Generate Visual Content

Copilot can generate visual elements like images and diagrams to simplify the sharing of ideas and communications



Create an infographic that summarizes the key points from this presentation.



Generate a simple process diagram that visually explains this workflow.



Create a visual from this report that would support the message in this presentation.



Demo: Developing Presentations



What makes an effective prompt?

Effective

- ✓ Specific and detailed
- ✓ In full sentences, with instructions
- ✓ Notes the tone, purpose, preferred format, etc.

Example: *Recap the findings of the article I've copied below and include the top 3 concerns. Provide the answer in two to three paragraphs and use a business tone.*

Less Effective

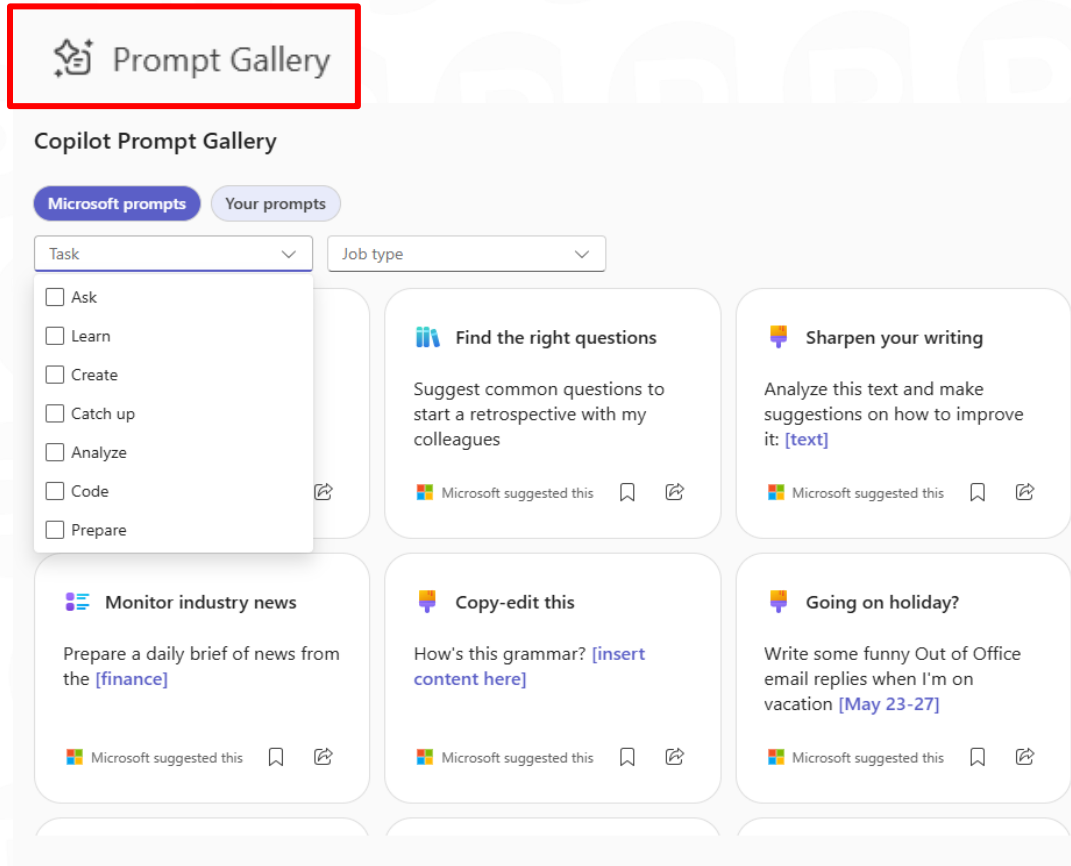
- × Vague
- × Just a few words
- × No context on preferred output

Example: *Summarize news about [company name].*

The recap may be more vague than desired, or in a format that you were not seeking.

But there are no 'wrong' prompts because natural, conversational language is welcome.
Experiment away!

Prompt Inspiration



- Ask me 3 questions, one by one, to help me draft an email about [topic].
- I am getting ready to kickoff a new project with [Customer]. Give me a brief description of the company, links to their website and LinkedIn and let me know if there have been any recent news posts referencing them.
- Create a stacked bar chart showing the breakdown by topic, for the results from this survey.



Share Your Scenarios!

What's one task you regularly do that starts with a blank page that you'd now consider using Copilot to help draft first?

Put your answers in the chat!



Thank You For Joining!



Launch Copilot with Confidence.

From rollout to long-term adoption, we help your teams embed Copilot into everyday work.

If your organization is looking for help rolling out Copilot or gaining long term meaningful adoption, get in touch today! Email info@go-planet.com or check out our website for even more info, Go-Planet.com/Evolve365.





Thank You

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go-planet.com/evolve365