



CreativMinds
Empowering change



BOOST Copilot – Enterprise Adoption Program

BOOST Copilot – Enterprise Adoption Phases

Description

BOOST Copilot is a 12-month enterprise adoption program designed to turn licenses into impact — fast.

From initial deployment to large-scale usage, we support your teams with a clear, structured, and measurable path to success - workshops, LMS content, use-case labs, and tailored coaching help anchor Copilot into daily workstreams and strategic goals.

The result : real usage within 90 days, and sustainable adoption across the organization.

Phases

Phase 1 – Ignition (0–3 mois)

Objectives :

- Launch adoption momentum
- Explore real business use cases
- Deliver early wins & engagement

Content :

- On-site workshops
- Quick Cards
- Q&A sessions
- Copilot agent templates
- Practical tips for champions
- Kick-off report & metrics

Phase 2 – Expansion (3–9 mois)

Objectives :

- Scale adoption across departments
- Provide flexibility for users
- Measure adoption maturity

Content :

- LMS modules (M365 + Copilot, updated monthly)
- Quick Cards
- Live labs (registration-based)
- Webinars
- Quizzes + dashboards
- Ongoing coaching and communications

Phase 3 – Sustain (9–12 mois)

Objectives :

- Embed Copilot into onboarding & processes
- Ensure long-term usage
- Provide final KPI reporting to leadership

Contenu :

- Quick Cards
- Q&A sessions
- Webinars
- Final adoption report (CODIR format)
- Integration into HR onboarding
- Long-term support & updates

⚠ The number, frequency and level of customization of activities listed above depend on the selected plan (Basic, Branding, Bespoke).

Benefits

- Enterprise-grade adoption framework
- 90-day visible results → 12-month sustainable integration
- Modular content, continuously updated
- Mix of on-site sessions, labs & self-paced learning
- Champions & use-case driven facilitation
- Dashboards & KPIs aligned with executive reporting

BOOST Copilot

Enterprise Plans & Deployment Options

Description

To support your Copilot adoption journey across all phases - Ignition, Expansion, Sustain - we offer flexible service plans tailored to your organization's scale and needs.

Each plan includes the same proven structure — the difference lies in the intensity, customization, and depth of support.

Plans

Plan 1 - Basic

✓ Pilots or small teams
(up to 500 users)

Fast, lightweight setup with LMS access, 3 workshops, predefined workflows and light facilitation. Ideal to test use cases and build early adoption momentum.

Objectives :

- Establish the foundations.
- Introduce first use cases.
- Launch community engagement.

Plan 2 - Branding

🎯 BU deployment
(500–2000 users)

Includes branding (logo, style), deeper Q&A sessions and usage reporting. Supports stronger engagement and mid-course adjustments.

Objectives :

- Strengthen usage and adoption.
- Offer flexibility and personalized guidance.
- Measure progress and impact.

Plan 3 - Bespoke (custom)

🧠 Enterprise rollout
(2000+ users)

Fully tailored content, custom use cases, quick cards and labs. Includes role-based coaching and KPI dashboards for leadership.

Objectives :

- Make the structure self-sufficient.
- Consolidate adoption over time.

Benefits

Flexible subscription plans designed to meet your needs:

- All plans follow the 3-phase BOOST structure (Ignition → Expansion → Sustain)
- Choose your intensity: from turnkey enablement to tailored enterprise deployment
- Bespoke plan recommended for large-scale rollouts (>2000 users)

Choose the right deployment plan for your Copilot journey

Description

Our three service plans follow the same proven 3-phase Copilot adoption structure — the difference lies in the depth, customization and scale.

All plans include ongoing LMS updates, with fixed deliverables per plan.

Additional services can be added based on your needs.

Plan Comparison

Features / Options	Plan 1	Plan 2	Plan 3
Workshops	Up to 3	Up to 6	6+ custom
Q&A / Deep Dives	1 Q&A session	2 Q&A or deep dives	3+ sessions, custom format
Quick Cards	3 standard	5, branded	5+, tailored to internal use cases
Labs	 Up to 3 labs included	Up to 3 labs included	6+ role-based labs
LMS Access	M365 core only	+ Copilot Starter Pack	+ Copilot Advanced Pack
Coaching	Light facilitation	Champions onboarding + follow-up	Role-based coaching per department
Reporting	Initial report	+ Mid-project check-in + Engagement dashboards	+ final dashboard for leadership
Price	55k CHF	150k CHF	On request

⚠ Plans include fixed quantities per activity. Customizations or extra sessions are available upon request and billed separately.

Benefits

- All plans follow the 3-phase BOOST structure (Ignition → Expansion → Sustain)
- Fixed-price packages with predefined deliverables
- Optional add-ons available on request
- Easy upgrade path between plans as your needs evolve

Microsoft Copilot Adoption Starter Pack - Course outline

Description

This introductory program to Microsoft Copilot helps learners understand the fundamentals of generative AI and how to use Copilot across Microsoft 365 applications in daily work. Open to everyone, it supports users in improving efficiency, structuring their prompts, and automating common tasks through practical use.

Modules

1. Introduction to Artificial Intelligence (AI)

Objectives :

- Understand the key concepts of AI and generative AI.
- Identify real-world business use cases.
- Distinguish between opportunities and limitations.

Content :

- Definitions and overview of AI types.
- How generative AI works and examples.
- Business-oriented use cases.

L 5 min

2. What is Microsoft Copilot?

Objectifs :

- Discover Microsoft Copilot's purpose and vision.
- Understand how Copilot integrates into the M365 environment.
- Identify the different Copilot tools and experiences.

Content :

- Introduction to Microsoft Copilot.
- Position within the Microsoft 365 ecosystem.
- Overview of Copilot Chat, integrated apps, and Copilot Studio.

L 10 min

3. Introduction to Prompt Engineering

Objectives :

- Learn the basics of writing effective prompts.
- Structure requests to obtain relevant results.
- Discover advanced techniques to refine AI responses.

Content :

- The 6 rules of a good prompt.
- Precision and reformulation techniques.
- Practical examples for various scenarios.

L 15 min

4. Using Microsoft Copilot in Word

Objectives :

- Generate, reformulate, and summarize text.
- Enhance professional writing quality.
- Automate document formatting and structure.

Content :

- Content creation (reports, notes, letters).
- Summaries and rewriting.
- Copilot-assisted editing and layout tools.

L 25 min

5. Using Microsoft Copilot in PowerPoint

Objectives :

- Quickly create professional presentations.
- Adapt content and design to your audience.
- Use Copilot for visual and creative support.

Content :

- Slide creation from text or outlines.
- Style and tone adjustments.
- Visual and layout suggestions.

L 20 min

6. Using Microsoft Copilot in Excel

Objectives :

- Use Copilot to analyze and interpret data.
- Automate calculations and reporting.
- Create visual dashboards and charts.

Content :

- Formula and model generation.
- Exploratory data analysis.
- Creation of dashboards and visual reports.

L 30 min

7. Using Microsoft Copilot in Outlook

Objectives :

- Write and organize emails faster.
- Summarize conversations effectively.
- Improve productivity in daily communication.

Content :

- Email summarization and rewriting.
- Message prioritization.
- Automatic draft generation.

L 20 min

8. Using Microsoft Copilot in Teams

Objectives :

- Enhance collaboration and meetings with Copilot.
- Retrieve and summarize meeting information.
- Generate structured reports and action lists.

Content :

- Meeting summaries and notes.
- Action item extraction.
- Integration of key discussion points.

L 30 min

9. Using Microsoft Copilot in OneNote

Objectives :

- Master note-taking structure and organization.
- Generate and reformulate notes efficiently.
- Improve personal productivity with Copilot.

Content :

- Notebook organization and content generation.
- Note summarization and quick search.

L 15 min

10. Introduction to Microsoft Copilot Chat

Objectives :

- Understand the role of Copilot Chat.
- Use it for research and cross-app tasks.
- Automate complex or contextual requests.

Content :

- Overview of Copilot Chat.
- Usage scenarios and best practices.
- Recommendations for efficient interactions.

L 25 min

Teaching method

Each module follows a structured e-learning path:

1. **Context overview:** clear introduction to each topic.
2. **Interactive how-to guide:** step-by-step demos directly in the tool.
3. **Practical scenario:** short use case to apply learnings.
4. **Best practices / prompt examples:** tips to go further, optimize interactions, and gain efficiency.

Estimated total time

Estimated duration: around 3h30 to 4h in self-paced learning.

Microsoft Copilot Adoption Advanced Pack - Course outline

Description

This advanced program is designed for users who want to unlock the full potential of Microsoft Copilot. It covers customization, agent creation, and process automation to transform Copilot into a true digital co-pilot that enhances collective performance.

Modules


1. Addressing specific business needs

Objectives :

- Understand how to adapt Copilot to real business use cases.
- Identify native limits and possible workarounds.
- Build tailored workflows for efficiency.

Content :

- Needs analysis and advanced configurations.
- Custom parameter settings.
- Practical examples and case studies.

 25 min

2. Using Microsoft Copilot Chat

Objectives :

- Deepen your use of Copilot Chat for complex queries.
- Manage multi-source data and information.
- Automate analysis and result reporting.

Content :

- Advanced queries and multi-source management.
- Workflow automation and business scenarios.

 30 min


3. Using Microsoft Copilot in SharePoint

Objectives :

- Use Copilot to structure and search within SharePoint.
- Automatically generate pages and content.
- Optimize document management and knowledge sharing.

Content :

- Smart search and content generation.
- Automated page structuring.
- Practical examples for documentation management.

 30 min

4. Introduction to Copilot Studio

Objectives :

- Discover Copilot Studio to create custom extensions.
- Connect Copilot to other business systems.
- Design copilots tailored to specific needs.

Content :

- Overview of Copilot Studio.
- Custom copilot development.
- Connectors and integrations.

 35 min

5. Using Copilot Agents

Objectives :

- Create and configure your own agents.
- Automate complex workflows.
- Integrate agents within the digital ecosystem.

Content :

- Introduction to agent creation and management.
- Configuration best practices.
- Concrete use case examples.

 35 min

6. Use Cases

Objectives :

- Explore inspiring and practical real-world cases.
- Identify best implementation practices.
- Encourage innovation and reproducibility.

Content :

- Industry-specific examples and feedback.
- Implementation tips and success stories.
- Best practices for sustainable innovation.

 30 min

Teaching method

Each module follows a progressive e-learning approach:

- 1. Advanced concepts:** explanation of key features, often contextualized in real environments (e.g., SharePoint, Agents).
- 2. In-depth demonstrations:** detailed tutorials showing how to configure or create custom copilots and agents.
- 3. Business use cases:** realistic scenarios inspired by professional situations (e.g., automated SharePoint report, HR agent).
- 4. Guided exploration:** encourage learners to experiment in their own environment with practical checklists.
- 5. Best practices & feedback:** recommendations for securing, maintaining, and integrating Copilot effectively in a digital ecosystem.

Estimated total time

Estimated duration: around 3h to 3h30 in self-paced learning.

Contact us



+41 21 561 16 01



zoey.faromont@creativminds.ch



Rue de la Gare 1, 1260 Nyon
VD Suisse



www.creativminds.ch



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