

**2025 Copilot Workshop**

(Held virtually over Teams)

**1 Program Cohort – delivered in 4 Sessions:**

**September 3, 2025**      **September 10, 2025**  
**September 17, 2025**      **September 24, 2025**  
**9:00 AM to 10:00 AM**

Welcome to the 2025 Copilot Workshop!

This year's program is designed to immerse participants in the capabilities of Copilot, a powerful productivity tool. Throughout the workshop, we will introduce Copilot and guide you through practical use cases that speak directly to the needs and workflows of your local cooperative.

To ensure a truly engaging and hands-on experience, each participant will need access to Copilot and should reserve a block of uninterrupted time for the session. The workshop will begin promptly at 9:00 AM and conclude at 10:00 AM. During this focused hour, you'll work collaboratively to solve real-world challenges, explore Copilot's features, and discover how it can drive innovation and efficiency within your organization.

We look forward to your active participation as we explore new ways to lead, communicate, and problem-solve together with Copilot at the forefront.

Investing in our future leaders enhances individual capabilities and strengthens our cooperative foundation. Together, we will build a resilient, forward-thinking organization ready for tomorrow's challenges and opportunities. Join us in this transformative journey and shape the future of leadership at your cooperative.

Sincerely,

Matthew Eddy, Director of Cooperative Education  
Bobby Martens, Executive Director

## **Event Summary:**

**Teams Meetings – Wednesdays in September (3, 10, 17, 24)**

**9:00 AM to 10:00 AM each session**

### **Q&A:**

#### **Who should I register for the Copilot Workshop?**

- All employees who use computers are invited to register for our Copilot Workshop. Whether you're in the executive team, IT, or on the front lines, Copilot can be used to boost your productivity and streamline your tasks. No prior experience needed; this hands-on course is designed for everyone. Don't miss out on the chance to empower your team and see how Copilot can transform your work.

#### **What will participants need to bring with them?**

- Participants will need a laptop and access to the Copilot application within their Office 365 subscription. The application will be used in each session. Continued access to Copilot after the program ends will be determined by the management of each cooperative.
- The free version included in Microsoft Edge will suffice, but functionality is very limited, especially some of the examples we will use.
- For additional assistance, contact Matthew Eddy at [meddy@iowainstitute.coop](mailto:meddy@iowainstitute.coop) or call 515-231-1929.

#### **Do I need to attend on all dates?**

- To complete the program, participants will need to participate in all activities listed in the program. This inaugural cohort will meet over 4 different periods during September.

#### **Why is this held virtually instead of in person?**

- To optimize participants' time and minimize travel requirements, we have chosen a virtual format for this program. This approach enables focused, concise sessions dedicated to specific topics, while allowing participants to integrate new knowledge into their daily responsibilities between learning modules.

## Agenda

### 2025 Copilot Workshop

Virtually via Teams

#### Wednesday, September 3, 2025 – Session 1

9:00 AM – 10:00 AM – Site: Teams Meeting

9:00 AM	-	10:00 AM	<b>Introduction to Copilot</b> This year's program is designed to immerse participants in the capabilities of Copilot, our powerful productivity tool, and demonstrate the benefits of Generative AI in enhancing workflows and driving innovation within your organization. <b>CASE Application: Copilot and Word</b> In this section we will work on how Copilot and Word can be used, and several examples will be included along with a use case for after class.
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#### Wednesday, September 10, 2025 – Session 2

9:00 AM – 10:00 AM – Site: Teams Meeting

9:00 AM	-	10:00 AM	<b>Prompt Artistry</b> Copilot and Prompts work together seamlessly to enhance productivity by providing intelligent suggestions and automating routine tasks. By leveraging the power of Generative AI, Copilot interprets user prompts to deliver precise and context-aware assistance, making workflows more efficient and intuitive. <b>CASE Application: Copilot and Excel</b> In this section we will work on how Copilot and Excel can be used, and several examples will be included along with a use case for after class.
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#### Wednesday, September 17, 2025 – Session 3

9:00 AM – 10:00 AM – Site: Teams Meeting

9:00 AM	-	10:00 AM	<b>Policy and Adoption Concepts</b> Organizations can enhance their success with Copilot by updating their policies to support its integration and encouraging widespread adoption. By fostering a culture of continuous learning and providing clear guidelines on Copilot's usage, organizations can maximize its benefits and drive innovation across teams. <b>CASE Application: Copilot and Outlook / Teams</b> In this section we will work on how Copilot and Outlook / Teams can be used and several examples will be included along with a use case for after class.
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#### Wednesday, September 24, 2025 – Session 4

9:00 AM – 10:00 AM – Site: Teams Meeting

9:00 AM	-	10:00 AM	<b>Agent Creation and Uses</b> Copilot facilitates the creation of intelligent agents that can automate complex workflows and provide personalized assistance. These agents can be used in various scenarios, such as customer support, data analysis, and project management, to enhance efficiency and drive innovation within organizations. <b>CASE Application: Copilot and PowerPoint</b> This section will look at how Copilot and PowerPoint can be used, and several examples will be included along with a use case for after class.
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# Registration

2025 Copilot Workshop

Teams Meetings – Wednesdays in September (3, 10, 17, 24)

**Registration due Wednesday, August 27, 2025**

\$400 per person

Please make checks out to:

Iowa Institute for Cooperatives  
2515 University Blvd., Suite #104  
Ames, IA 50010

**Submit your registration online through this [link](#), or complete the form below!**

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Cooperative Name: \_\_\_\_\_

Cooperative Town: \_\_\_\_\_

Registrants Name	Registrants Email

# of attendees \_\_\_\_ X \$400 = \$ \_\_\_\_\_