

Learn to interact with AI

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

Microsoft 365 users who do not have the Copilot license.

Training objectives

- Design effective prompts.
- Understand best practices for using conversations and prompts in a variety of business contexts.
- Integrate these skills into your daily tasks to improve productivity and efficiency.
- Comply with regulatory frameworks, data governance and cybersecurity challenges.

Summary

In a rapidly changing professional world, knowing how to interact effectively with artificial intelligence is becoming an essential skill. This training is intended for Microsoft 365 users who want to develop their comfort with generative AI tools, even without a Copilot license. Through a practical and accessible approach, you will learn how to design relevant prompts and optimize them to obtain accurate, useful answers adapted to your professional needs. You'll learn how to integrate these new skills into your day-to-day tasks, while adhering to data governance and cybersecurity standards. This immersive half-day aims to make AI more understandable, more useful and above all more actionable in the workplace, with a focus on creating value and improving productivity.

Course outline

Introduction to Copilot and Language Models

- Introduction to the importance of AI and possible applications.
- Details of how the Copilot orchestrator works.

Creating Efficient Queries

- Techniques for structuring clear and concise prompts.
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Selection of relevant keywords, use of the appropriate syntax according to the model used (Copilot 365 or Copilot Edge).

Query optimization

- Methods for testing and refining prompts, analyzing results.
- Optimization of AI dialogue techniques.
- Iterations to improve the relevance and efficiency of the responses generated by the AI models.

Advanced Dialogue Strategies

- Real-world examples of how Copilot conversations can be used in a variety of business contexts.
- Improve the contextualization and specificity of prompts to obtain appropriate responses.
- Integration into daily tasks
- Techniques for integrating prompts into daily work processes.
- Use prompts to automate tasks.
- Improved productivity while meeting data governance and cybersecurity standards.

Approach and methodology

Practical and interactive approach focused on experimentation. Participants learn how to engage effectively with AI through real-world exercises, role-plays, and use cases inspired by the professional context. They are gradually developing their ability to formulate relevant prompts, analyze responses and optimize interactions with generative AI tools. The training focuses on exchange, critical reflection and learning by doing in order to promote a rapid and sustainable appropriation of skills.

Recommendations

- Think about your current or desired uses of AI (writing, analysis, automation)
- Identify repetitive tasks or tasks that need improvement in your work Question the quality of the results obtained with AI the challenges encountered (prompt, ineffective, inaccurate results)

Accreditations

The activity is recognized by the **CHRP**.

Pre-approval number : **6295**