

Microsoft Copilot Notebooks: From Individual Workspaces to Collective Intelligence

Duration: 0,5 jour

Audience: Pour tous

Who is this training for?

Managers, professionals, consultants, analysts, project coordinators, trainers, and Microsoft 365

Copilot users who want to improve how they capture, analyze, and share knowledge to enhance team collaboration and collective intelligence.

Training objectives

Upon completion of this course, participants will be able to leverage Copilot Notebook to organize, analyze, and share knowledge, enabling more effective collaboration and fostering collective intelligence across their organization.

Participants will be able to:

- Describe the value and role of Copilot Notebook within the Microsoft 365 ecosystem.
- Build and structure a Copilot Notebook to support business objectives and workflows.
- Use AI-powered capabilities to analyze, compare, and synthesize information from multiple sources.
- Apply effective prompting strategies to improve the quality and relevance of AI-generated responses.
- Use Copilot Notebook to capture, share, and scale knowledge across teams.
- Implement best practices for information governance, security, and responsible AI adoption.

Summary

Microsoft Copilot Notebooks transforms the way teams capture, organize, share, and leverage knowledge across the organization. Far more than a personal workspace, it becomes a collaborative environment where artificial intelligence facilitates the creation, structuring, and continuous updating of information based on shared knowledge sources.

This course explores how to use Notebooks to foster collaboration, strengthen knowledge management, and improve information flow among team members. Participants will learn how to leverage AI to summarize content, generate ideas, document decisions, consolidate learning, and transform scattered information into reusable organizational knowledge.

Through practical scenarios and real-world use cases, participants will discover best practices for integrating Notebooks into daily activities, supporting teamwork, and building an accessible, reliable, and evolving organizational memory. The course also highlights information governance, responsible AI use, and the conditions that enable the development of true collective intelligence within organizations.

Course outline

Module 1. Understanding the Potential of Copilot Notebook

- Current challenges in knowledge management
- The evolution of work in the era of generative AI
- Introduction to Copilot Notebook
- Differences between: Microsoft 365 Copilot Chat, Microsoft Loop, Microsoft OneNote, Microsoft SharePoint & Microsoft Teams
- High-impact use cases

Module 2. Designing an Intelligent Knowledge Workspace

- Creating a Copilot Notebook
- Adding and managing sources
- Organizing information
- Structuring content to optimize Copilot responses
- Best practices for content preparation

Module 3. Leveraging AI to Analyze and Synthesize Information

- Principles of effective prompting

- Generating relevant summaries
- Comparing multiple documents
- Extracting trends and key insights
- Generating: Recommendations, Action plans, FAQs, Executive summaries & Innovative ideas

Module 4. From Individual Work to Collective Intelligence

- Capturing and preserving team knowledge
- Reducing information silos
- Promoting knowledge reuse
- Contributing to a sustainable organizational memory
- Using Copilot Notebook for: Projects, Communities of practice, Learning and development initiatives & New employee onboarding

Module 5. Trends, Governance, and Best Practices

Emerging Trends

- Collaborative AI
- AI-enhanced knowledge management
- Learning organizations
- Specialized AI agents
- Augmented work

Best Practices

- Privacy and security
- Source quality
- Response validation
- Information governance
- Responsible AI adoption

Knowledge Transfer Activity

My Action Plan

Approach and methodology

- Exposés courts et ciblés
- Démonstrations en temps réel
- Exercices dirigés et individuels, basés sur des cas professionnels
- Astuces directement réutilisables au travail

Prerequisites

A paid Microsoft Copilot license is not required to participate in this course.

Recommendations

Participants should have a basic understanding of Microsoft 365 and access to Microsoft 365 Copilot and Copilot Notebook.

Certifications

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- Brief, targeted presentations introducing key concepts
- Live demonstrations of Copilot Notebook capabilities
- Guided and individual exercises based on authentic workplace use cases
- Practical strategies and best practices that participants can implement right away