



AI, Digital Transformation & Cybersecurity

Microsoft 365 & Copilot Productivity

Microsoft 365 و Copilot الإنتاجية باستخدام

Duration

5 or 10 days

Language

English or Arabic

Formats

Classroom, online, in-house

Hours

35 / 70

Overview

Microsoft 365 & Copilot Productivity is part of the AI, Digital Transformation & Cybersecurity track at Garnet Global Training Center. Practical AI, data and security skills for organisations moving their work onto digital platforms. The course is taught in English or Arabic as a 5-day or 10-day program, in classrooms in cities such as Dubai, Riyadh, Cairo, London and Istanbul, or live online, and it can be delivered in-house with examples and exercises built around your own operations.

What you will be able to do

- Explain the principles, terminology and standards that govern Microsoft 365 & Copilot Productivity.
- Apply proven methods and tools to real situations from your own workplace.
- Analyse performance gaps, risks and root causes, and choose the right response.
- Measure results with practical indicators and report them clearly to management.
- Leave with a personal action plan you can start using the following week.

Who should attend

Managers, IT and data professionals, analysts and digital transformation teams.

Key topics

- AI use cases and value mapping
- Data quality and governance
- Hands-on tools and prompting
- Security threats and controls
- Responsible AI and regulation
- Roadmaps and change adoption

Formats and fees

5-day classroom	USD 4,750
5-day online	USD 2,950
10-day classroom	USD 8,950
10-day online	USD 5,450
In-house	Quotation per group

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: www.garnettrainings.com

Sharjah Publishing City Free Zone,
Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Foundations of Microsoft 365 & Copilot Productivity

- Scope, terminology and governing standards
- AI use cases and value mapping

Day 2 Methods and tools

- Data quality and governance
- Hands-on tools and prompting

Day 3 Application and case studies

- Security threats and controls
- Roadmaps and change adoption

Day 4 Performance, risk and compliance

- Responsible AI and regulation
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

10-day outline

Day 1 Foundations of Microsoft 365 & Copilot Productivity

- Scope, terminology and governing standards
- AI use cases and value mapping

Day 2 Methods and tools

- Data quality and governance
- Hands-on tools and prompting

Day 3 Application and case studies

- Security threats and controls
- Roadmaps and change adoption

Day 4 Performance, risk and compliance

- Responsible AI and regulation
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- International case studies

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
21–25 Jun 2027	5-day classroom	Istanbul	English	4,750
16–27 Aug 2027	10-day online	Live online	Arabic	5,450
12–23 Sep 2027	10-day classroom	Riyadh	English	8,950
18–22 Oct 2027	5-day online	Live online	English	2,950
7–11 Nov 2027	5-day classroom	Manama	Arabic	4,750
5–9 Mar 2028	5-day classroom	Cairo	English	4,750
17–21 Apr 2028	5-day classroom	London	English	4,750
19–23 Jun 2028	5-day online	Live online	Arabic	2,950
3–14 Jul 2028	10-day online	Live online	Arabic	5,450

Dates	Format	City	Language	Fee (USD)
16–27 Oct 2028	10-day classroom	Amsterdam	English	8,950
18 Feb – 1 Mar 2029	10-day classroom	Riyadh	Arabic	8,950
5–16 Mar 2029	10-day online	Live online	English	5,450
4–8 Jun 2029	5-day classroom	Singapore	English	4,750
19–23 Aug 2029	5-day classroom	Doha	English	4,750
12–16 Nov 2029	5-day online	Live online	English	2,950
4–8 Feb 2030	5-day classroom	Geneva	English	4,750
18–22 Mar 2030	5-day classroom	Istanbul	English	4,750
1–5 Jul 2030	5-day online	Live online	English	2,950
2–13 Sep 2030	10-day classroom	Paris	English	8,950
4–15 Nov 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. www.garnettrainings.com/en/customise/