Garnet
Garnet Global Training Center

GGT-DT-114

AI, Digital Transformation & Cybersecurity

Microsoft 365 & Copilot Productivity

الإنتاجية باستخدام Microsoft 365 وCopilot

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Microsoft 365 & Copilot Productivity turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Practical AI, data and security skills for organisations moving their work onto digital platforms. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Microsoft 365 & Copilot Productivity to real tasks.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.

Who should attend

Managers, IT and data professionals, analysts and digital transformation teams. Practitioners with one to five years of experience benefit most.

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: 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 Microsoft 365 & Copilot Productivity: principles and standards

- AI use cases and value mapping
- Regional and international case studies

Day 2 Methods and tools in practice

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

Day 3 Diagnosis and problem solving

- Security threats and controls
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Responsible AI and regulation
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Roadmaps and change adoption
- Measurement and reporting

10-day outline

Day 1 Microsoft 365 & Copilot Productivity: principles and standards

- AI use cases and value mapping
- Regional and international case studies

Day 2 Methods and tools in practice

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

Day 3 Diagnosis and problem solving

- Security threats and controls
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Responsible AI and regulation
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Roadmaps and change adoption
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

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
- Common mistakes and how to avoid them

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)
20–24 Jun 2027	5-day classroom	Manama	English	4,750
19–30 Sep 2027	10-day classroom	Riyadh	Arabic	8,950
4–8 Oct 2027	5-day online	Live online	Arabic	2,950
15–19 Nov 2027	5-day classroom	London	English	4,750
20–24 Mar 2028	5-day classroom	Kuala Lumpur	English	4,750
16–20 Apr 2028	5-day classroom	Kuwait City	English	4,750
19–30 Jun 2028	10-day online	Live online	Arabic	5,450
16–27 Oct 2028	10-day classroom	London	English	8,950
5–16 Feb 2029	10-day classroom	Singapore	English	8,950

Dates	Format	City	Language	Fee (USD)
18–22 Jun 2029	5-day classroom	Abu Dhabi	English	4,750
20–24 Aug 2029	5-day classroom	London	English	4,750
12–16 Nov 2029	5-day online	Live online	Arabic	2,950
18–22 Feb 2030	5-day classroom	Istanbul	English	4,750
18–22 Mar 2030	5-day classroom	Casablanca	English	4,750
15–26 Jul 2030	10-day online	Live online	English	5,450
2–13 Sep 2030	10-day classroom	Geneva	English	8,950

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