

AI PRODUCTIVITY WITH MICROSOFT COPILOT

THIS THREE-DAY PROGRAM EQUIPS PROFESSIONALS WITH PRACTICAL SKILLS IN MICROSOFT COPILOT, POWER BI, POWER AUTOMATE, AND COPILOT STUDIO — ENABLING SMARTER REPORTING, AUTOMATION, AND AGENT-BUILDING.



DR.MADONNA GHANEM

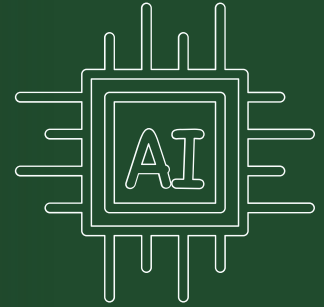
AI STRATEGY ADVISOR & DIGITAL
TRANSFORMATION SPECIALIST



SCAN TO REGISTER

WHY THIS PROGRAM?

- BUILDS PRACTICAL COPILOT CAPABILITY ACROSS OFFICE APPS, ANALYTICS, AND AUTOMATION.
- BRIDGES AI PRODUCTIVITY TOOLS WITH REAL BUSINESS SCENARIOS.
- DELIVERED BY DR. MADONNA GHANEM, EXPERT IN AI LEADERSHIP AND TRANSFORMATION.
- DESIGNED FOR IMMEDIATE WORKPLACE APPLICATION.



WHAT YOU'LL LEARN?

DAY 1 – COPILOT FOUNDATIONS + OFFICE APPS

- ECOSYSTEM OVERVIEW, RESPONSIBLE USE, PROMPT STRUCTURE.
- WORD FOR REPORTS, EXCEL FOR ANALYSIS, POWERPOINT FOR EXECUTIVE SLIDES.
- OUTPUTS: PROMPT LIBRARY, IMPROVED REPORT, ANALYSIS WORKSHEET, MINI PRESENTATION.

DAY 2 – POWER BI + POWER AUTOMATE

- DATA LITERACY, KPI DESIGN, DASHBOARD VISUALS.
- PROCESS MAPPING, TRIGGER/ACTION LOGIC, APPROVALS, NOTIFICATIONS.
- OUTPUTS: DASHBOARD CONCEPT, KPI NARRATIVE, MAPPED PROCESS, WORKING FLOW.

DAY 3 – COPILOT STUDIO + CAPSTONE

- AGENT DESIGN, KNOWLEDGE SOURCES, FLOWS, TESTING.
- SECURITY, GOVERNANCE, ESCALATION, HUMAN REVIEW.
- OUTPUTS: AGENT PROTOTYPE, CAPSTONE COMBINING DOCUMENT, DATA, DASHBOARD, FLOW, AGENT.



CALL US
+96560909095

VISIT OUR WEBSITE
WWW.IDRAK-KW.COM



WHO SHOULD ATTEND

- BUSINESS USERS, MANAGERS, ANALYSTS, ADMINISTRATORS.
- HR, FINANCE, OPERATIONS, MARKETING, AND CUSTOMER-FACING TEAMS.
- NON-TECHNICAL AND SEMI-TECHNICAL PROFESSIONALS SEEKING AI PRODUCTIVITY SKILLS.

WHAT YOU'LL LEAVE WITH

- AN AI-ASSISTED EXCEL ANALYSIS WORKBOOK
- A POWER BI DASHBOARD DESIGN AND KPI REPORTING FRAMEWORK
- AN EXECUTIVE-LEVEL POWERPOINT PRESENTATION
- A WORKING POWER AUTOMATE WORKFLOW OR APPROVAL PROCESS
- A FUNCTIONAL COPILOT STUDIO AGENT PROTOTYPE
- A PERSONAL AI PRODUCTIVITY & AUTOMATION ACTION PLAN
- REUSABLE TEMPLATES, PROMPTS, AND BEST PRACTICES

THE FUTURE OF WORK HAS ALREADY BEGUN!

BE THE PROFESSIONAL WHO KNOWS HOW TO USE IT STRATEGICALLY,
RESPONSIBLY, AND EFFECTIVELY.

RESERVE YOUR SEAT TODAY AND BECOME A LEADER IN
AI-POWERED PRODUCTIVITY.



CALL US
+96560909095

VISIT OUR WEBSITE
WWW.IDRAK-KW.COM

