

WORKSHOP CATALOGUE

Microsoft 365 & Copilot Workshops

Live webinars and onsite workshops for every level, from first formulas to Copilot agents. Delivered by CloudTorque in partnership with 365 Training Hub.

IT support built around your business

We handle IT, private cloud, and support so your business runs smoother, faster, and safer. Training is part of that. We run practical, people-first sessions that gives your team real skills and real results. Our training feels more like a conversation than a classroom, and every session is shaped around the people in the room.

WHY TRAIN YOUR TEAM

Hours back, every week

The tools your team already pays for can do more than they're being asked to. An hour of focused training removes work that people are still doing manually.

Confident AI adoption

AI is already changing how businesses work. Teams that understand what Copilot can and can't do adopt it faster, with fewer mistakes.

Licences that earn their keep

Microsoft 365 and Copilot licences only pay off once people actually use them. Training turns a line on the invoice into daily productivity.

One consistent way of working

When everyone shares the same habits for files, meetings, and email, handovers stop breaking and less time goes into fixing each other's work.

Live Workshops

Interactive online sessions, cameras on, content adjusted to the audience on the day.

Onsite Workshops

In the room with your team, hands on their own files, in their own environment.

Bespoke Workshops

A workshop shaped around whatever your team needs. Minimum group size 10.

Foundation Workshops

Must-know skills. Suitable for everyone with a Microsoft 365 account, whether they are new to the app or want a refresher on the fundamentals.

An Introduction to Copilot Chat

The ideal starting point for building foundational AI skills. What Copilot is and how it works, Copilot versus ChatGPT, writing good prompts, summarising web pages and PDFs, comparing documents, creating images and extracting text.

60 MIN | WEBINAR OR ONSITE

Microsoft Excel Basics

Perfect for beginners, or a refresher on the must-know skills. Basic formulas, copying formulas, managing large worksheets, autofill tips and formatting.

60 MIN | WEBINAR OR ONSITE

Microsoft Word Essentials

Shortcuts that get documents looking great, fast. Quick formatting, shortcut keys, Quick Parts, tabs, outline numbering, tables, headers and footers, section and page breaks.

60 MIN | WEBINAR OR ONSITE

Microsoft Outlook Essentials

Outlook is more than email. Shortcut keys, email templates, Quick Steps to automate routine tasks, dictating emails, calendar tips, quick contacts and turning emails into tasks.

60 MIN | WEBINAR OR ONSITE

Microsoft PowerPoint Essentials

Create impressive slides with multimedia content. Slide layouts, Design Ideas, the master slide, transitions, inserting SmartArt, images, video, icons, audio, tables and charts, and animations.

60 MIN | WEBINAR OR ONSITE

Not sure where to start?

Most teams begin with Copilot Chat and one Excel session, then build from there. We can recommend a pathway once we know who is in the room.

Intermediate Workshops

For people who have the basics and want the next level of tools. No Copilot licence required.

Excel Intermediate Absolute cell referencing, conditional formatting and linking formulas across spreadsheets. 60 MIN WEBINAR OR ONSITE	Excel Tables and Charts Working with tables and charts, secondary charts, slicers and sparklines. 60 MIN WEBINAR OR ONSITE
Excel Lookups VLOOKUP, HLOOKUP, XLOOKUP and IFERROR. Join the club or update your skills. 60 MIN WEBINAR OR ONSITE	Excel IF Statements Basic IF statements, COUNTIF and SUMIF, nested IFs, and IF AND / IF OR. 60 MIN WEBINAR OR ONSITE
Running Effective Meetings on Teams Sharing screens, PowerPoint Live, recordings and transcripts, breakout rooms and polls. 60 MIN WEBINAR OR ONSITE	Which Space When Teams versus SharePoint versus OneDrive. Sharing, permissions, version history and co-authoring. 60 MIN WEBINAR OR ONSITE
Managing Projects on Teams Planner views and customisation, recurring tasks, Microsoft Forms and Microsoft Lists. 60 MIN WEBINAR OR ONSITE	Excel Power Query Merge and append data sources, transform and unpivot columns, conditional columns and columns from examples. 60 MIN WEBINAR OR ONSITE

Advanced Workshops

Getting the most out of a Microsoft 365 Copilot licence, plus Excel's heaviest tools. Sessions marked L require a Copilot licence.

Excel Pivot Tables Create pivot tables, refresh data, and work with slicers and timelines. 60 MIN WEBINAR OR ONSITE	Excel Deep Dive with Copilot L Uncover patterns, generate reports and build dashboards without advanced technical skills. 60 MIN WEBINAR OR ONSITE
Power Hour: New Outlook and Copilot L Navigate the New Outlook, manage email efficiently, and use Copilot to draft, reply and summarise threads. 60 MIN WEBINAR OR ONSITE	Effective Teams Meetings with Copilot L Schedule, prepare, facilitate and follow up. Summaries, transcripts and the Facilitator Agent. 60 MIN WEBINAR OR ONSITE

Power Hour: Copilot inside Word L Generate and rewrite content, create summaries and outlines, reference existing files and work inside templates. 60 MIN WEBINAR OR ONSITE	Power Hour: Copilot inside PowerPoint L Build a deck from a prompt or an existing file, apply branded templates, design slides and create images. 60 MIN WEBINAR OR ONSITE
Copilot Agent Essentials L What agents are and where to find them. SharePoint, Researcher, Analyst and Create agents, Notebook and Prompt Coach. 60 MIN WEBINAR OR ONSITE	Meet Your New Teammate: Copilot Cowork L When to delegate to Cowork, how to brief it, build a skill for a repeated process, and how credits work. 60 MIN WEBINAR OR ONSITE

LEADERSHIP WORKSHOP | ONSITE

Be Future-Ready: Leaders Copilot Workshop

A three-hour workshop for leadership teams. Through hands-on practice and collaborative exploration, leaders gain the confidence to champion innovation across their teams. Covers Copilot versus other AI models, real business applications, prompt practice with the Prompt Coach, Copilot inside Teams, Outlook and Excel, and building your own agent.

DURATION
3 hours

FORMAT
Onsite, flexible

AUDIENCE
Leadership

REQUIRES
MICROSOFT 365

Bespoke and customised workshops

If none of the sessions in this catalogue fit, we will design one that does. Tell us the problem, the people and the time you have, and we will build the workshop around it. We can work from your own files, templates and processes so the session covers your work rather than a generic example.

We scope it in a short conversation, send an outline back for sign-off, then deliver it onsite or online. Minimum group size is 10.

POPULAR BESPOKE OPTIONS

A Copilot rollout pathway staged across a whole department

A file and folder reset across Teams, SharePoint and OneDrive

Branded template and document standards training

Excel reporting built on your own monthly workbook

Onboarding sessions for new starters, run on a schedule

An agent-building session for a specific team process

Reserve a workshop or ask us to design one

Pick from the catalogue or bring us a brief. We will come back with an outline and a date.



go.cloudtorque.global/m365-workshops