

Session 1 on one page

Three takeaways to put into practice.



Copilot as your sparring partner

See Copilot as your sparring partner, not a replacement for your own role and expertise. It is a tool for:

Collaborating: Copilot assists, but your oversight and expertise stay essential.

Exploring options: Brainstorm, generate ideas, and explore what is possible.

Amplifying expertise: Use Copilot to raise your own skills and productivity, not to replace them.

Checking quality: Keep evaluating critically and always verify the output for accuracy.

✔ **CHECK** How will you use Copilot as your personal sparring partner in your daily tasks?



A new skill set is required

This new technology calls for a new skill set. It is not software you learn once and you are done. Using Copilot effectively takes:

Practice and experience: Like any new skill, it sticks by doing.

Experimentation: Discover what works and what does not by trying out prompts.

Continuous development: AI and Copilot evolve constantly, so keep learning and adapting.

✔ **CHECK** What concrete actions will you take to develop your Copilot skill set in the coming weeks?



Effective prompts are essential

The quality of your prompts directly determines how useful Copilot's results are. Effective prompts are:

Clear and specific: Be explicit about what you want and use action verbs.

Context-rich: Give Copilot enough background information to work with.

Iterative: Refine your prompts by experimenting and evaluating.

Structured: Use the 4 Prompt Elements: ROLE, TASK, CONTEXT, FORMAT.

✔ **CHECK** How will you apply the 4 Prompt Elements to make your prompts more effective in your work?