IFBD
Institute for Business Development

2027

The future of work ...

Work smarter with COPILOT 365

> Streamline your workflow and boost your efficiency with Copilot 365.

> Turn data into decisions, ideas into actions, and challenges into opportunities.

> Get the most out of Word, Excel, PowerPoint, Outlook, Teams, and Edge.



Your expert:

Arnaud Llamas Bravo
Senior Talent Acquisition Specialist
ChatGPT & AI Instructor
Founder of TALEEVO

Why this programme?

COPILOT AS YOUR VIRTUAL AI ASSISTANT

More and more companies are embracing Artificial Intelligence (AI) to improve their daily workflows. To support this shift, Microsoft developed Copilot — a powerful, proprietary AI tool seamlessly integrated into the entire Office 365 suite. In this hands-on training, you'll discover how to leverage Copilot as your virtual assistant to boost your output, powered by the unprecedented capabilities of AI.

FROM WORD TO EXCEL, POWERPOINT TO OUTLOOK …

This unique workshop takes a deep dive into the new Word, Excel, PowerPoint, Outlook, Teams and Edge. You'll learn how to create and format professional documents and presentations. You'll discover how to structure, analyse and visualise complex data at lightning speed. You'll design compelling and visually persuasive presentations. You'll keep your inbox under control, reply to emails up to ten times faster, and enhance your productivity sustainably. You'll summarise online meetings, generate project tasks and track follow-ups — dramatically improving your meeting outcomes. And finally, you'll use search engines more effectively, organise results, and share insights with ease.

YOUR PERSONAL PRODUCTIVITY BOOSTER: OPTIMISE YOUR WORKFLOW AND STREAMLINE YOUR TASKS

Powered by advanced AI, Copilot is far more than a digital assistant — it's your personal productivity powerhouse. It's designed to streamline tasks, generate content, propose actions, and optimise your workflow like never before.

The trainer



Arnaud Llamas Bravo is an experienced and versatile professional with a strong focus on talent acquisition and AI training. Since early 2024, he has served as a ChatGPT, Copilot & AI Trainer at the Institute for Business Development (IFBD), where he helps organisations and individuals harness the full power of Generative AI. His core responsibilities include designing and delivering tailored AI training sessions, leading productivity-focused workshops using ChatGPT and/or Copilot, and continuously updating training content to reflect the latest AI developments.

Since January 2024, Arnaud has trained over 2,500 professionals and delivered successful sessions to organisations such as Proximus, FOD Public Health, Het Werkvennootschap, Honda, Aisin Europe, the Flemish Government, Egov Select, BioWin, and many others. He delivers trainings in three languages — English, French, and Dutch — and has developed dedicated programmes for both ChatGPT and Copilot M365.

Arnaud previously held roles including Senior Talent Acquisition Specialist at BDO Belgium, Senior Talent Acquisition Consultant at Proximus SpearIT, and Talent Acquisition Specialist at KONE and AGC Glass Europe. He also worked in various recruitment and consultancy roles at companies such as Egov Select, DXC Technology, and ClearSource. His expertise spans executive search, HR consulting, technical recruitment, and the use of AI in hiring processes.

What sets Arnaud apart is his unique approach to Copilot from an AI-driven perspective. Rather than providing traditional button-based or Microsoft-focused training, he teaches professionals — regardless of their role or function — how to fully exploit Copilot's capabilities to sustainably boost their productivity and performance.

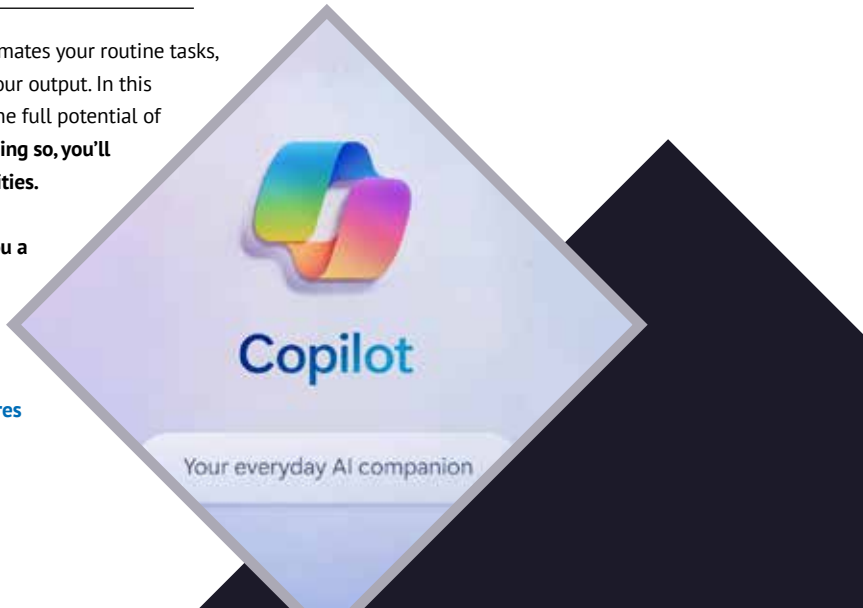
With his deep knowledge of both the human and technological dimensions of AI and recruitment, Arnaud is a leading expert and the ideal trainer for anyone looking to maximise the power of AI in their professional life.

The future of work with Copilot 365

As your essential partner for productivity and efficiency, Copilot 365 automates your routine tasks, sharpens your decision-making, enhances your creativity, and increases your output. In this exclusive hands-on session, you'll discover how to unlock and integrate the full potential of Copilot — your tireless digital assistant — into your daily workflows. **By doing so, you'll turn data into decisions, ideas into actions, and challenges into opportunities.**

This training is a true investment in your professional growth — giving you a critical edge in an ever-evolving digital workplace.

To get the most out of this session, we recommend having a Copilot M365 or Copilot Pro subscription. You can still follow the programme without it, but you won't be able to practise several of Copilot's key features during the day.



Programme

- **Interactive Overview**: Get introduced to the transformative role of Copilot 365 within Microsoft 365 applications. Discover how it can elevate your productivity to new heights.

- **In-depth exploration**: Dive deep into the AI that powers Copilot 365. Learn how to tailor its settings and features to your daily tasks for maximum efficiency.

- **Hands-on practice**: Take part in practical exercises within your favourite Microsoft tools. Experience first-hand the dramatic impact Copilot 365 can have on your productivity.

- **Module Mastery**:

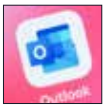
  - **Word Module**:
    Receive in-depth training on editing, formatting, and language tools — essential for preparing high-quality documents.

  - **Excel Module**:
    Gain guidance on data management, visualisation, and presentation techniques to unlock Excel's full potential.

  - **PowerPoint Module**:
    Get support in designing engaging presentations and refining your content for compelling storytelling.

  - **Outlook Module**:
    Discover strategies for managing email efficiently and coordinating meetings with optimised scheduling.

  - **Teams Module**:
    Receive tips on summarising chats and tracking activities to improve teamwork and project management.

  - **Edge Module**:
    Learn how to search, organise, and share information more efficiently, while benefiting from security and personalisation features.

- **Additonal focus areas**

  - **Efficiency unleashed**: Get practical advice on using Copilot 365's advanced features to cut through your workload with ease.

  - **AI - Ethics and safety**: Master the essentials of using AI safely and responsibly, ensuring your digital workspace is not only efficient, but secure.

Timetable training:

08.30	Reception, welcoming & registration.
09.00	Startup of the workshop & introduction trainer
12.30	Lunch
17.00	Closing of the day.

Three key learning outcomes of this training:



- **Integrated approach**:

  Learn how Copilot 365 integrates seamlessly with Microsoft 365 applications to streamline your workflow and increase efficiency. This includes mastering features in Word for professional text editing, using Excel for advanced data analysis, creating impactful presentations in PowerPoint, optimising email management in Outlook, and performing efficient online searches with Edge.

- **Practical skills**

  Through hands-on exercises, you'll gain real-world experience with Copilot 365 across your favourite Microsoft applications. This allows you to directly experience the impact of this advanced AI assistant on your productivity and learn how to use it to structure and analyse complex data, manage communication efficiently, and improve project management.

- **Maximise productivity**:

  Discover how Copilot 365 automates routine tasks, sharpens decision-making, and boosts your creativity and output. You'll learn how to fully harness the power of this AI assistant — turning data into decisions, ideas into actions, and challenges into opportunities — all of which are critical to success in today's digital workplace.



What's not covered?

In this workshop, we do **not** cover how to implement Copilot within your organisation, nor do we delve into security topics or the integration of company-specific data sources to guide and enrich Copilot's responses.

While these topics are certainly important, our focus is on the **practical use of Copilot by end users** — to increase efficiency and effectiveness in their daily work.

Increased Interactivity

Participants are strongly encouraged to bring their own challenges and questions to the table.
To ensure this workshop is fully aligned with your specific needs, we kindly ask you to provide a short description of your particular use case or issue in advance.
Feel free to reach out to Dirk Spillebeen via email at **dirk@ifbd.be** for further guidance or to submit your input.

Work smarter with COPILOT 365

2027

> **Date & venue:** more information on our website **www.ifbd.be**
> **Price: € 795** (excl. 21% VAT)

>>> INSCRIPTION

E-mail:
info@ifbd.be



click here

Via our website:
ifbd.be



click here

Via QR:

Telephone:
00 32 50 38 30 30



For more information about your registration ...

>>> PRACTICAL DETAILS

DATE & VENUE

More information on our website **www.ifbd.be**

PRICE: 795 € EXCL 21% VAT

- Price includes pre course material, tuition, meals and documents but not hotel room accommodation.
- Please contact IFBD for discounts for multiple enrolments.
- Please contact IFBD if you want to use Cheques Formation, Opleidingscheques ... as the IFBD has its accreditation for all these above mentioned support.

EASY WAYS TO REGISTER

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- E-mail: info@ifbd.be
- Internet: www.ifbd.be
- Mail: IFBD, Zeeweg 155, 8200 Brugge

WHAT HAPPENS IF I HAVE TO CANCEL?

Confirm your cancellation in writing 2 weeks before the date of the course and you will only pay 95 € cancellation fee. Regrettably, no refunds can be made for cancellations received less than two weeks prior to the training, invoices remain payable. You can always be replaced by a colleague at no extra cost. Due to unforeseen circumstances, the programme may change and the IFBD reserves the right to alter the venue and/or speakers.

IFBD DATABASE & GDPR

We like to keep you informed of the latest developments in your sector. That is why we have included your details in our database. Your details are stored securely for our own use and will never be shared with third parties. We are taking all the necessary measures to ensure this. In accordance with the Law on the processing personal data of 08/12/1992 and the General Data Protection Regulation of 24/05/2016, you are entitled to access to, rectification of and erasure of your data at any time. More information is available on our webpage **www.ifbd.be/en/GDPR** or by e-mail: **DPO@ifbd.be**