

# Copilot for Executives: Delegation, Decisions & Dashboards

As an executive, you don't need more apps—you need more clarity, speed, and time. This workshop is built specifically for leadership teams looking to make better decisions, streamline communication, and delegate more effectively using Microsoft Copilot.

We'll walk through how Copilot acts like a digital executive assistant: turning meetings into summaries, surfacing insights from your data, drafting internal updates, and giving you a clearer view of your business—faster. No deep technical skills required—just real-world use cases that give you back time and improve the quality of your decisions.

## Real World Examples

- **Meeting Summaries:** Automatically generate clear, action-oriented recaps from Teams meetings.
- **KPI Reports:** Ask Copilot to identify changes in revenue, customer churn, or margin performance.
- **Board & Team Updates:** Draft a quarterly business review or internal announcement in Word in seconds.
- **Dashboard Q&A:** Interact with Excel or Power BI data conversationally—"Which region had the highest customer growth?"

## Skills You'll Gain

- How to leverage Copilot to support executive-level decision-making and communication
- Prompting techniques to extract valuable insights from your data using plain language
- The ability to draft reports, memos, and talking points faster with Copilot in Word and Excel
- How to use AI to monitor business performance and delegate tasks more efficiently
- A clear vision for embedding AI into your leadership toolkit to drive productivity and focus