

Welcome!

The basics of GenAI and Copilot

Webinar

Pieter Op De Beéck



The Flow

Working with Microsoft 365 Copilot since August 2023



Digital Workplace

Employee Experience

Intelligent Apps & Automations



Microsoft MVP

Most Valuable Professional



Why is **everyone** talking about **Generative AI**?





The image features a hand holding a ruler with various mathematical formulas and a central graphic. The ruler is marked with numbers and contains several mathematical expressions. The central graphic consists of the words 'SUPER POWERS' in a bold, blue, sans-serif font with a white outline, set against a background of yellow stars and red and yellow rays. The ruler is held over a desk with papers and a pencil.

SUPER POWERS

CA-Score: (5%)
 $4 \frac{1}{2} \times \frac{1}{2} = 2 \frac{1}{4}$
 $\frac{2}{3} \div \frac{1}{3} = 2$
 $12 - 16 = -4$
 $34 - 18 = 16$

$10 \cdot 9 = 90$
 $5 \cdot 3 \cdot 5 = 75$
 $8 \cdot 5 = 40$
 $0 \cdot 5 = 0$
 $8 \cdot 7 = 56$
 3



ChatGPT





\$13.000.000.000
Microsoft



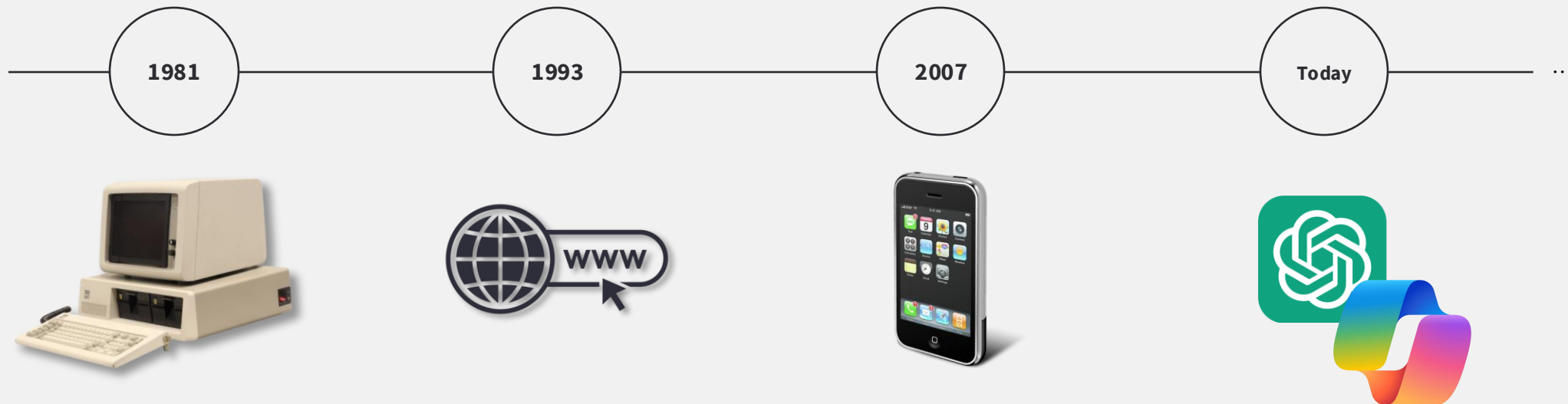
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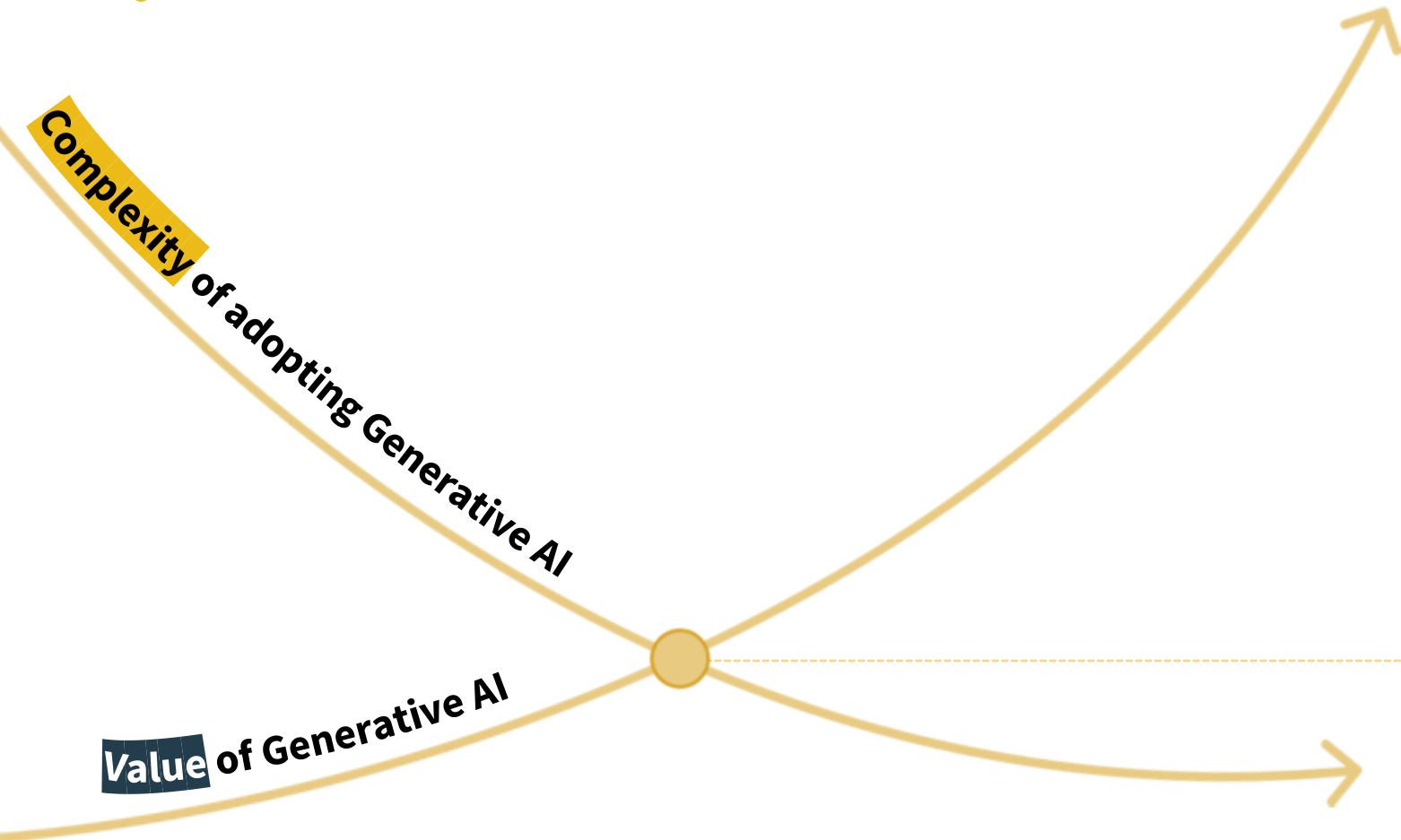


Copilot

IT Revolutions

Today, businesses need to cooperate and align **with IT revolutions** in order to **stay relevant**.





We are at a turning point.

FREE & WEB BASED



PAYED

PAYED & OFFICE INTEGRATED

What is **Generative AI**?





**CAPTURE &
TRAIN**

REASON

CREATE



It can do... a lot

Text analysis & editing

Content generation

Data extraction

Programming

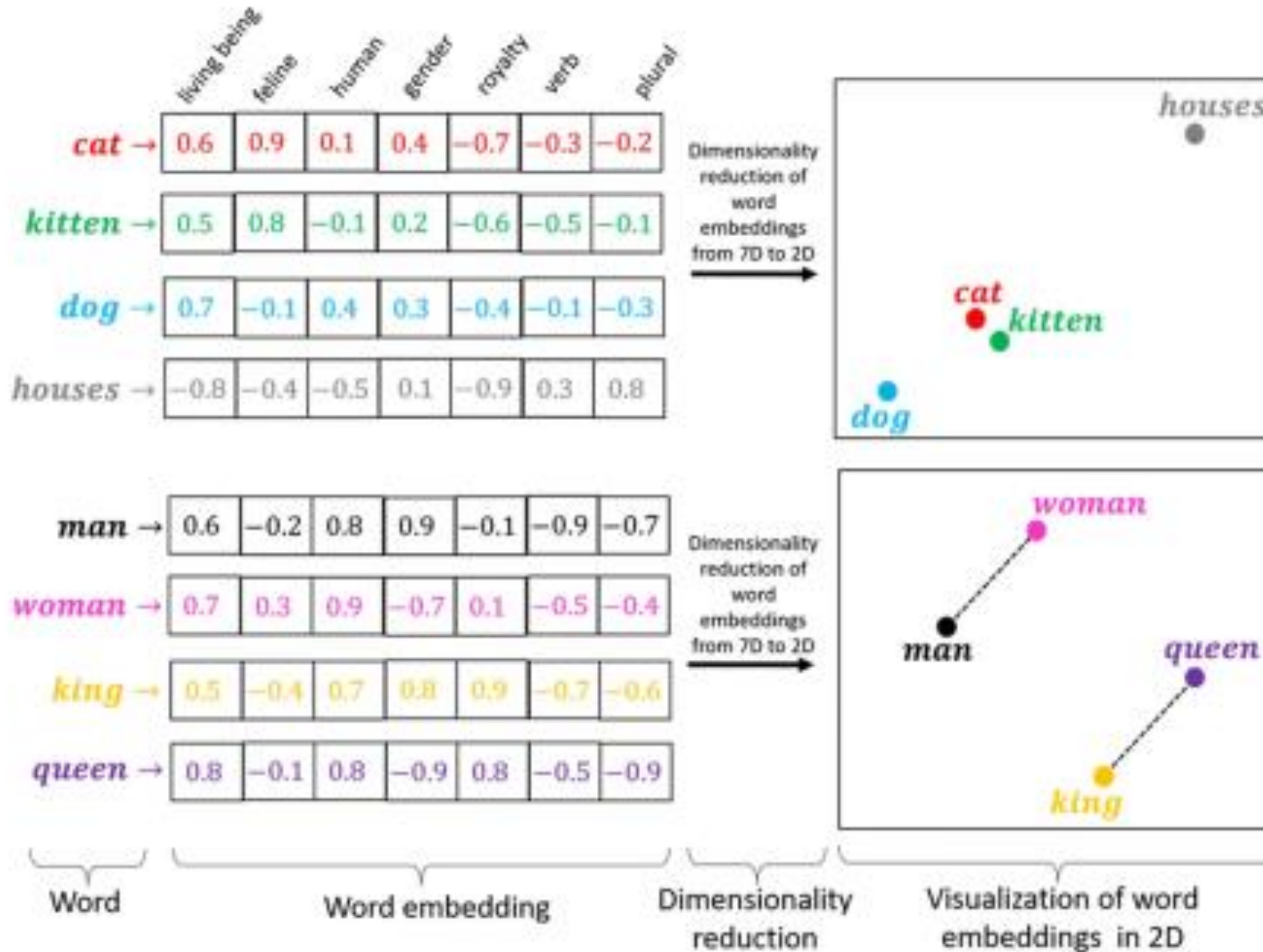
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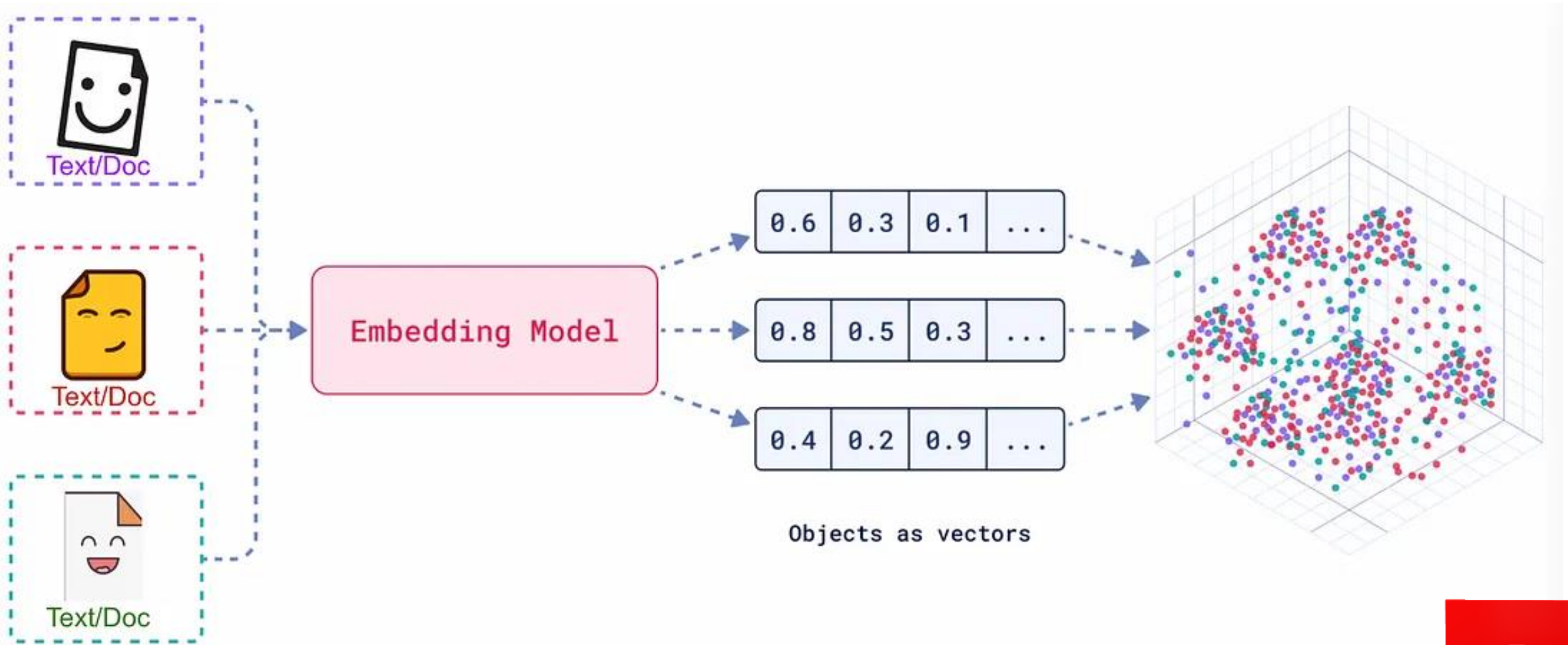
Performing automation

Summarizing

Search







The cat chases the ...

Patterns predicting the next (part of the) word based on its training dataset.



The cat chases the

Patterns predicting the next (part of the) word based on its training dataset.



Gen AI for **work**?



Is it safe to use? I heard I'm training the model

“If it's free,  are the **product**”

- ⬆ Stay away from free Gen AI tools
- ⬆ Read the small letters of paid Gen AI tools
 - ➔ sometimes, you are still the product. This is not the case with M365 Copilot!






ChatGPT

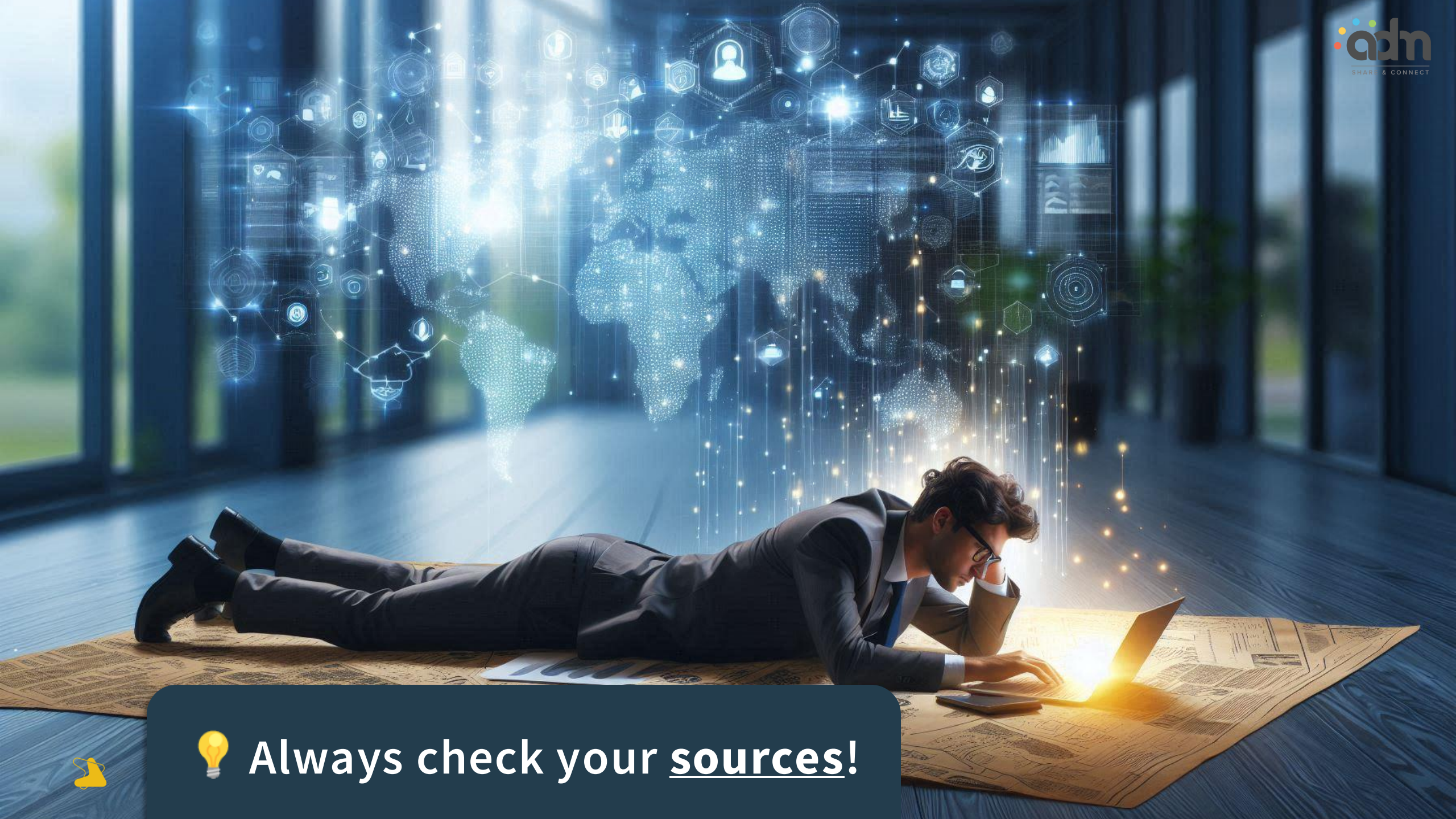


Microsoft 365 Copilot

for work

- ▲ **Works with Microsoft 365 apps:**
 It's built into tools like Word, Excel, and Teams.
- ▲ **Understands your work:**
 It gives smart suggestions based on what you're doing.
- 
▲ **Keeps your data safe:**
 Uses your company's data securely within Microsoft.
- ▲ **Customizable:**
 Adapts to your work style and needs.
- ▲ **Responsible & ethical AI:**
 Follows strict privacy and security rules.





Always check your sources!

License cost: \$30 (or €28,4)

“Being more efficient, only 2 minutes per day, generates a **positive ROI.**”



Step	Calculation	Result
1. License cost per month	-	€28.4 (\$30)
2. Employee hourly cost	-	€45.10 (source Securex 2023)
3. Average number of workdays	-	21.75 workdays
4. Daily license cost	€28.4 / €21.75	€1.30
5. Required daily efficiency (minutes)	(€1.30 / €45.10) * 60	Approximately 1.74 minutes



License cost: \$30 (or €28,4)

“Being more efficient, only 2 minutes per day, generates a **positive ROI.**”



i INSIGHT 1: the more expensive an employee, the less efficient he/she needs to be to generate a positive ROI

i INSIGHT 2: there are hidden costs in change management, employee training hours, adoption activities ... to get employees to the point of Copilot making them more efficient



Now what?

“Empower every person and every organization on the planet to achieve **more.**”



Now what?

“Empower every person and every organization on the planet to achieve **more.**”

more projects?

more quality?

more customer interactions?

more creative thinking time?

more family quality time?

more coffee breaks?

...





SATISFACTION



UPSKILLING



TIME



QUALITY



CREATIVITY



How to start your AI journey?



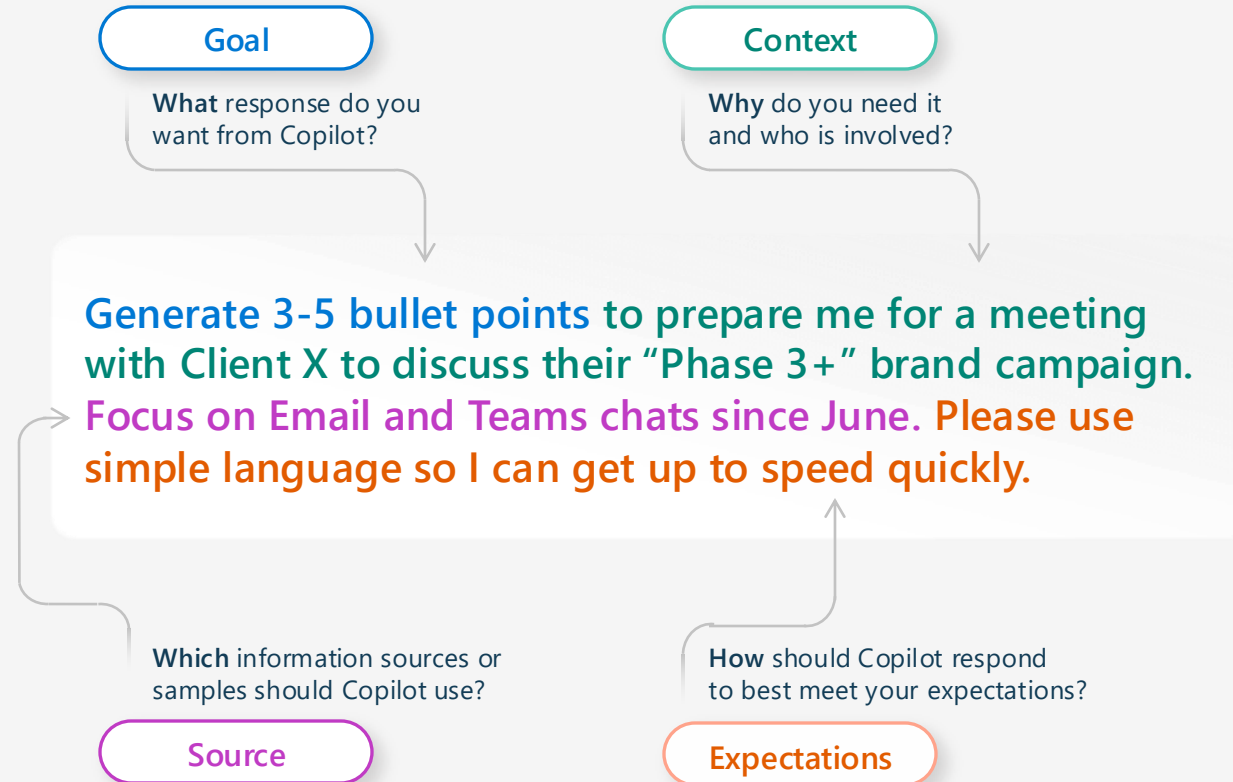
I have a **Microsoft 365 Copilot** license.

➔ **Now what?**



Learn how to prompt Copilot

If you are writing a prompt, it's important to focus on some of the key elements below to get the best response from Copilot.



Learn how to prompt!

✓ Round 1:

Write a **fun story** about a potato that **loves to dance** and **dreams** of being a rock star.

The Dancing Potato's Rock Star Dream

Once upon a time in a cozy little kitchen, there lived a potato named Percy. Percy wasn't just any potato; he had a flair for dancing! Every time the music played, he would twirl and spin, his little eyes sparkling with joy. But deep down, Percy had a bigger dream—he wanted to be a rock star!

Every night, Percy would practice his dance moves under the glow of the refrigerator light, imagining himself on stage, performing for a cheering crowd of vegetables. He could almost hear the applause and see the bright lights shining down on him. But there was one problem: every time he got close to his dream, he found himself distracted by the most delightful mashed potato parties.

These parties were legendary among the kitchen produce. The other potatoes would gather, mixing and mashing themselves into fluffy clouds of buttery goodness. They danced and laughed, creating a joyful mess that was hard for Percy to resist. "Just one more party," he thought, "and then I'll get back to my rock star dreams!"

One evening, as Percy was practicing his latest dance routine, he heard the familiar sounds of laughter and music wafting from the dining room. His little potato heart raced. "Maybe just a quick visit," he decided, and off he rolled to the party.

At the mashed potato gathering, the atmosphere was electric. Potatoes were swirling in creamy pools, and the air was filled with the scent of garlic and butter. Percy couldn't help but join in, dancing and twirling with his friends. They sang silly songs about gravy and toppings, and for a moment, he forgot all about his rock star aspirations.

But as the night wore on, Percy felt a tug in his heart. He loved these parties, but he also longed for something more. He wanted to share his dance with the world! With a determined glint in his eye, he stood up on a table and shouted, "Friends! I love dancing with you, but I have a dream to chase! I want to be a rock star!"

The other potatoes paused, their eyes wide with surprise. Then, one by one, they cheered him on. "Go, Percy! We believe in you!" they shouted, clapping their mashed hands.

Inspired by their support, Percy decided to combine his two passions. He would host a mashed potato party that doubled as a rock concert! He spent the next few days preparing, inviting all the kitchen produce to join him for a night of music and dancing.

On the big night, the kitchen was transformed into a vibrant concert hall. Percy took center stage, his heart pounding with excitement. As he danced and sang, the crowd erupted in cheers. The carrots bobbed their tops, the peas rolled in rhythm, and even the broccoli swayed along.

Percy realized that he didn't have to choose between his dreams and his friends. He could be a rock star and still enjoy the mashed potato parties. From that day on, he became known as the Dancing Potato Rock Star, bringing joy and music to every gathering, proving that sometimes, dreams and friendships can go hand in hand.

And so, Percy danced on, a little potato with a big heart, living his rock star dream one mashed potato party at a time. 🎸 🥔 ✨



Learn how to prompt!

✓ Round 2:

Compose a **3 paragraph story** about a **dancing potato** aspiring to be a **rock star**, specifically for **an audience of older adults living in a retirement home**. Set the story in a **vibrant vegetable community**, and **detail the potato's journey** as **it faces challenges** like peer pressure from friends to join mashed potato parties instead of practicing. Incorporate **themes of perseverance and self-identity**, using **humor and nostalgia** to engage readers, while **reflecting on the importance of pursuing dreams at any age**.

Percy the Dancing Potato's Rock Star Dream

In the colorful Vegetable Village, where carrots wore jaunty hats and tomatoes shared stories of their sun-soaked days, there lived a lively potato named Percy. Percy had a dream that made him jiggle with excitement: he wanted to be a rock star! With his little arms flailing and his round body grooving to the rhythm of the kitchen radio, he practiced every day, imagining himself on stage, dazzling an audience of vegetables. However, his friends often tempted him with the delightful allure of mashed potato parties, where they would gather to mix and mash themselves into fluffy clouds, singing nostalgic tunes about butter and gravy.

One sunny afternoon, as Percy was perfecting his dance moves, he heard the familiar sounds of laughter and music wafting from a nearby party. "Just a quick visit," he thought, rolling over to see what all the fuss was about. As he arrived, he was swept into a whirlwind of mashed potato fun, twirling and laughing with his friends. But amidst the joy, Percy felt a twinge of regret. "What if I never get to perform?" he pondered, feeling the weight of peer pressure. He watched as his friends danced, and he realized that while the parties were fun, they were pulling him away from his dream.

Determined not to let his aspirations slip away, Percy took a deep breath and announced, "Friends, I love dancing with you, but I also want to rock the stage!" The crowd paused, then erupted in cheers, encouraging him to follow his heart. Inspired, Percy decided to host a mashed potato rock concert, blending his two passions. That night, he danced and sang while everyone enjoyed the fluffy fun, proving that it's never too late to pursue your dreams. With laughter and music filling the air, Percy learned that perseverance and self-identity are key, reminding everyone that dreams can flourish at any age, especially when shared with friends.



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Learn how to prompt!

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Percy the Dancing Potato's Rock Star Dream



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FOCUS!

CATEGORIZE / CHUNK UP YOUR WEEK

ON A WEEKLY
BASIS ...



HERO SCENARIOS

- What tasks do I **often** have to do?
- What tasks take up **most of my time**?
- What tasks do I find **difficult**?
- What tasks generate **low-quality outcomes**?
- What tasks do I frequently need **help from others** for?
- What tasks do I often **procrastinate** or avoid?
- What tasks involve a lot of **repetition or routine** work?
- What tasks require **creativity or brainstorming**?
- What tasks involve **complex decisions** or analysis?
- What tasks would I like to do **more efficiently**?
- What tasks involve **following up on pending items or tasks**?
- What tasks would I **delegate or outsource** if I could?
- What tasks require **preparing reports or summaries**?
- What tasks involve **reviewing or proofreading** work?



What's your focus?

THE TRUE POWER OF COPILOT HIDES IN

CREATING NEW HABITS



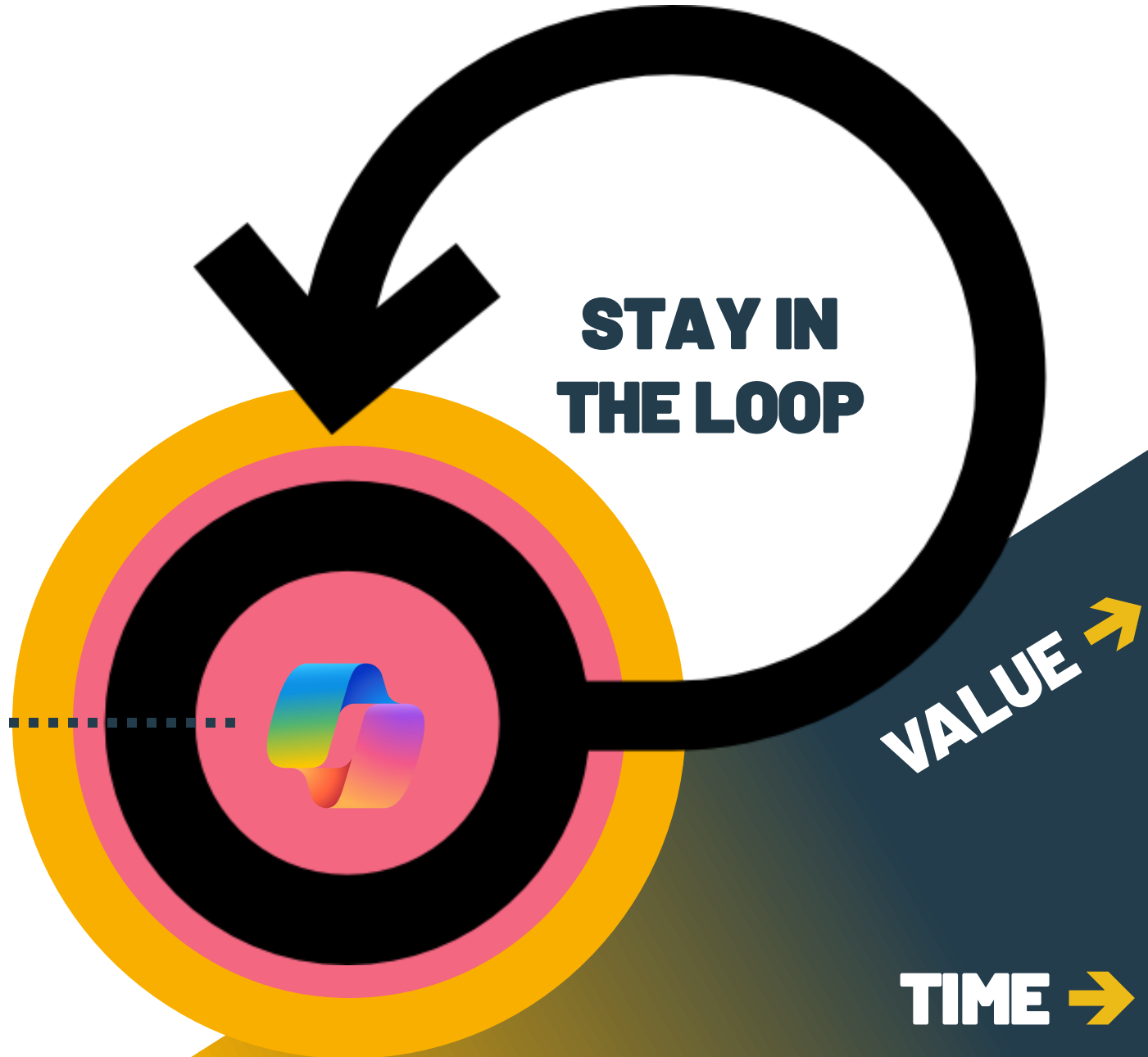
HERO SCENARIOS

**INDIVIDUAL
HERO SCENARIOS**
→ **HABITS**



HERO SCENARIOS

**INDIVIDUAL
HERO SCENARIOS**
→ **HABITS**



MICROSOFT IGNITE

➔ **JUST ANNOUNCED**



COPILOT ACTIONS & AGENTS

Action successful: Summary ready General

Copilot

To: Kristin Patterson

Hi Kristin,

Your action was successfully completed.

Message Lydia Bauer, Liz Kane, and Launch Team to collect status updates on Project Shore and send a summary over email by Friday, December 20th.



Project Shore Status Updates 12/20/24

Summary of Key Takeaways

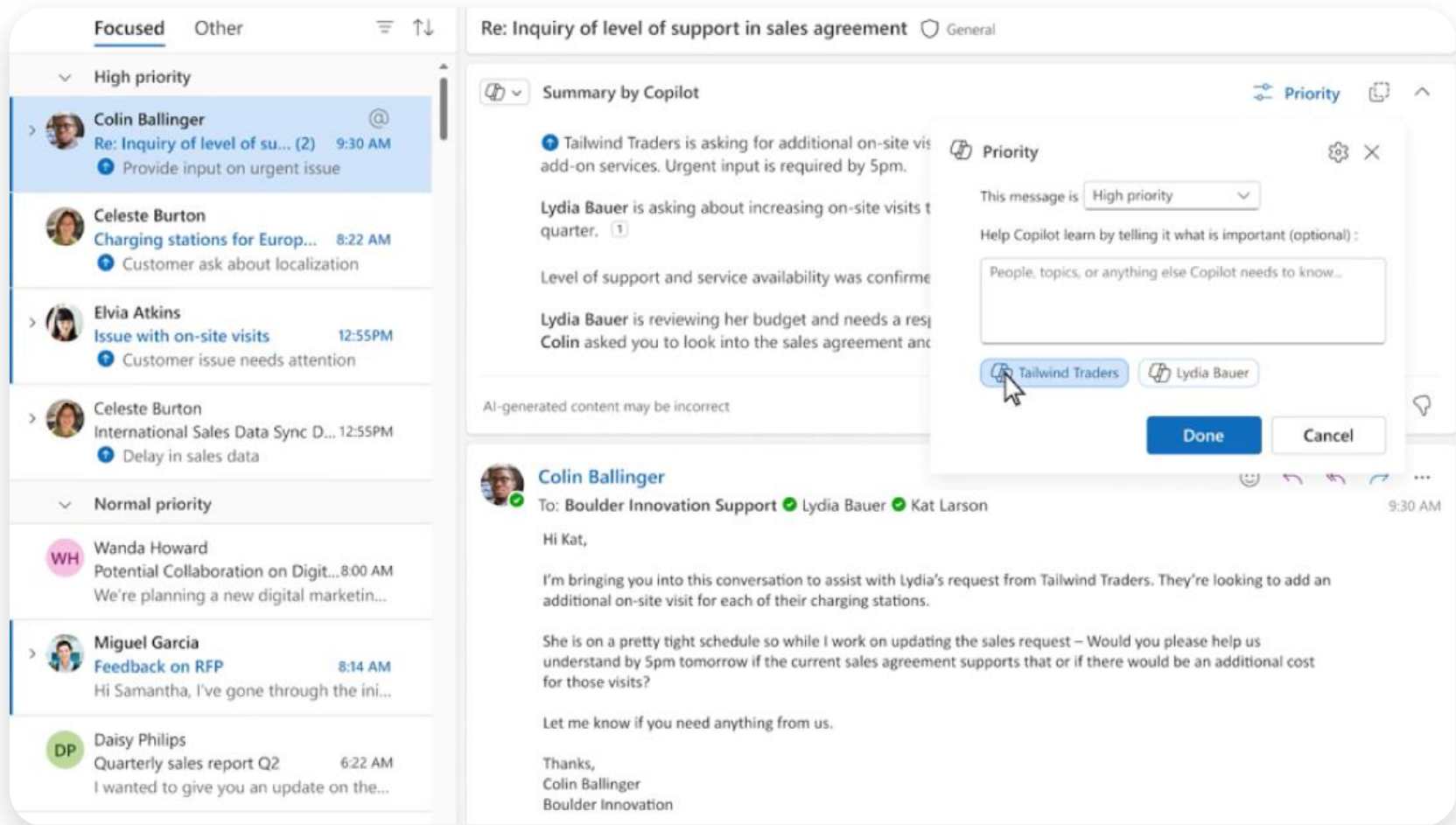
- **Stakeholder feedback:** Project Shore is progressing well towards its next phase, with initial design drafts completed by the Design Team. These drafts have been shared with the stakeholders, who provided positive feedback on the visual direction and layout. Some refinements are still needed, particularly in the user flow and interaction details. The team is expected to incorporate these updates within the next sprint to stay on track for the final presentation. ¹
- **Incorporating client feedback:** Recent client feedback has highlighted some areas for improvement in the user experience (UX), especially around the navigation flow in certain modules. Clients found that certain functionalities were not as intuitive as expected, and some buttons were not immediately visible. The Design Team is now working on simplifying the navigation paths and enhancing button prominence to improve user accessibility. ²
- **Resource allocation:** Budget adjustments will be required to accommodate the next phase of Project X, as additional resources have been allocated to expedite UX research and testing. The Finance and Project Management teams are working together to reallocate funds accordingly and ensure no disruptions in the project timeline. Final budget approval will be necessary before moving forward. ³

To review and manage your actions, visit [Actions](#).

BOOK OF
NEWS



PRIORITIZED INBOX



The screenshot displays a Microsoft Teams interface with a 'Focused' tab selected. The inbox is organized into 'High priority' and 'Normal priority' sections. A 'Priority' dialog box is open over a message from Colin Ballinger, showing the message is set to 'High priority' and providing a text area for Copilot to learn more. The message content includes a Copilot summary and a text message from Colin Ballinger to Kat Larson regarding Tailwind Traders' request for on-site visits.

High priority

- Colin Ballinger
Re: Inquiry of level of su... (2) 9:30 AM
Provide input on urgent issue
- Celeste Burton
Charging stations for Europ... 8:22 AM
Customer ask about localization
- Elvia Atkins
Issue with on-site visits 12:55PM
Customer issue needs attention
- Celeste Burton
International Sales Data Sync D... 12:55PM
Delay in sales data

Normal priority

- Wanda Howard
Potential Collaboration on Digit... 8:00 AM
We're planning a new digital marketin...
- Miguel Garcia
Feedback on RFP 8:14 AM
Hi Samantha, I've gone through the ini...
- Daisy Philips
Quarterly sales report Q2 6:22 AM
I wanted to give you an update on the...

Message Detail:

Re: Inquiry of level of support in sales agreement General

Summary by Copilot

Tailwind Traders is asking for additional on-site vis add-on services. Urgent input is required by 5pm.

Lydia Bauer is asking about increasing on-site visits t quarter.

Level of support and service availability was confirme

Lydia Bauer is reviewing her budget and needs a respo
Colin asked you to look into the sales agreement and

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Priority

This message is High priority

Help Copilot learn by telling it what is important (optional):

People, topics, or anything else Copilot needs to know...

Tailwind Traders Lydia Bauer

Done Cancel

Colin Ballinger
To: Boulder Innovation Support Lydia Bauer Kat Larson 9:30 AM

Hi Kat,

I'm bringing you into this conversation to assist with Lydia's request from Tailwind Traders. They're looking to add an additional on-site visit for each of their charging stations.

She is on a pretty tight schedule so while I work on updating the sales request – Would you please help us understand by 5pm tomorrow if the current sales agreement supports that or if there would be an additional cost for those visits?

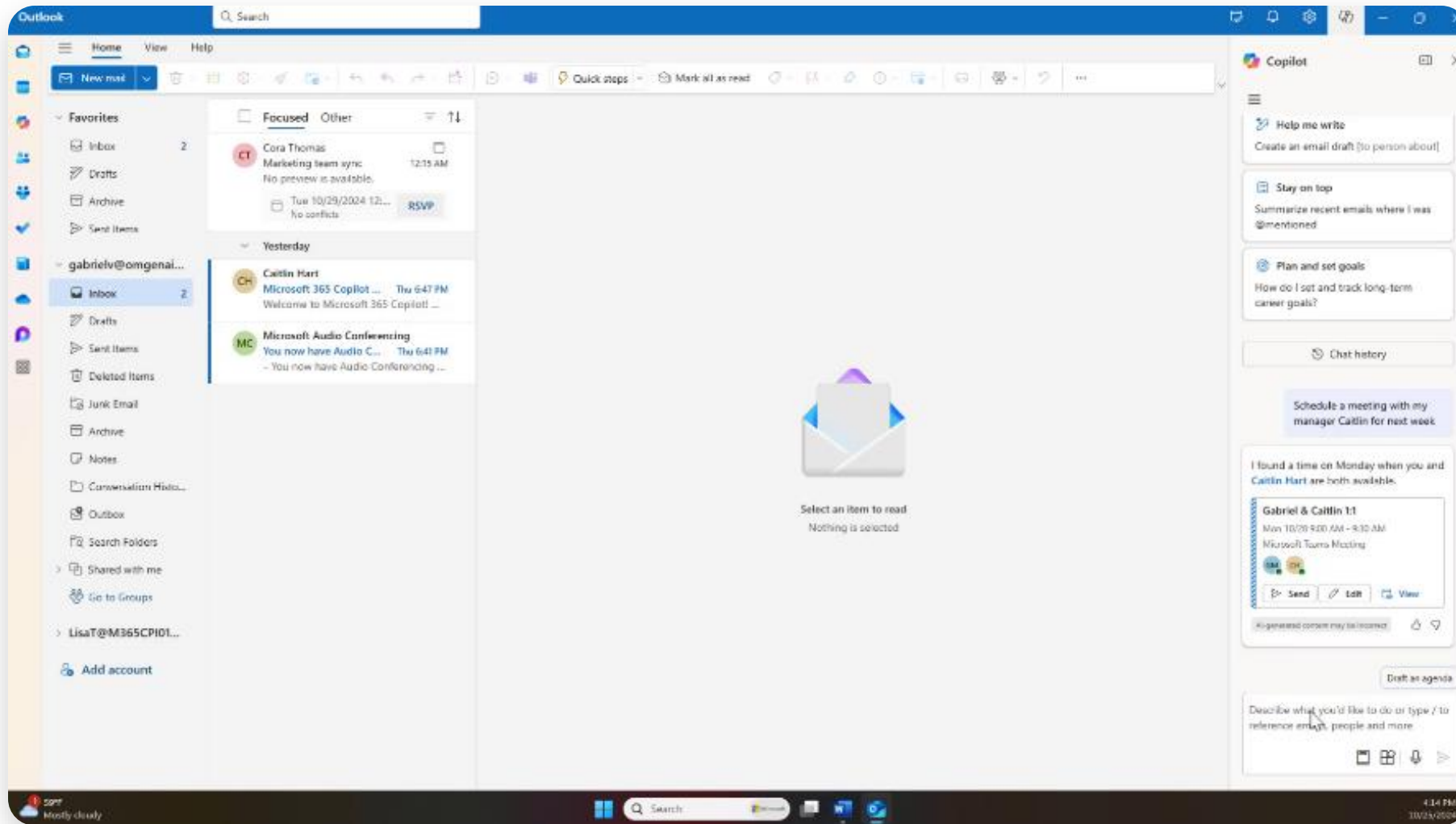
Let me know if you need anything from us.

Thanks,
Colin Ballinger
Boulder Innovation

BOOK OF NEWS



SCHEDULE MEETINGS



BOOK OF
NEWS



Headphone device product launch

5:49

Chat People Raise React View Notes Rooms Copilot Whiteboard Apps More Camera Mic Share Leave

INTELLIGENT MEETINGS

Meeting notes

Agenda

- Setup and introductions, @Daniela Mander, 20 min
- CXE updates from Tuesday meeting @Kat Larsson, 20 min
- + Add agenda

Meeting notes

- Explore different approaches for implementation and strategize ways to improve sales results to hit goals. AI-generated

Beta testing results


- Danielle explains that they are on track for new product release in December. But they will need to keep an eye on beta testing results. She will follow up on that.
- Show more demos about the new features in next sync meeting AI-generated content may be incorrect
- Allocating resources and budget to different marketing initiatives based on

BOOK OF NEWS



FIND TRUE VALUE IN THREE STEPS:



Use your data as your **Copilot Compass**. 

Copilot Jumpstart Partner
= **funding!**





More information or a quick chat?

Get in touch!

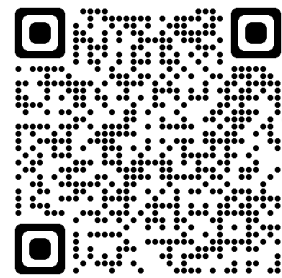
hello@theflow.be

Pieter Op De Beéck

LinkedIn

[linkedin.com/in/pieteropdebeeck](https://www.linkedin.com/in/pieteropdebeeck)

**LET'S
CONNECT!**



Your feedback



Copilot webinar reeks



1.



The basics of GenAI & Copilot

 21 november 2024
 11:30 - 12:30



2.

Get the most out of Copilot Online

 26 november 2024
 11:30 - 12:30



3.

Dive into Microsoft 365 Copilot

 3 december 2024
 11:30 - 12:30



4.

Good prompting & other learnings

 12 december 2024
 11:30 - 12:30

See you next
time!

