



# Microsoft Copilot Prompt-a-Thon Workshop for School Leaders (MCPW)

## COURSE OVERVIEW

New skills for a new way of working

- AI offers tremendous potential to empower workers around the world—but only if everyone, everywhere has the skills to use it. Microsoft is focused on ensuring people in every community and every classroom have access to the skills needed to succeed in an AI-enabled economy.

Supporting educational institutions with professional development opportunities

- AI skills are in demand across every industry and sector. As part of Microsoft's AI Skills initiative, Microsoft is offering curriculum, resources, and training to support faculty and educators who provide or are interested in providing training and enablement for student AI skilling.
- This instructor-led workshop, delivered by Sunset Learning Institute, aims to help school leaders gain a comprehensive understanding of Copilot, its applications, and effective utilization in educational settings. The workshop provides practical strategies for implementing AI at scale safely and securely. By demystifying AI, participants can confidently implement these technologies in their educational settings, driving progression and modernization in this era of AI.
- The audience for the Microsoft Copilot Prompt-a-thon for School Leaders includes Administrators, Deans, Provosts, Presidents, Principals, Vice-Chancellor, Superintendents, and those on Educational Leadership Teams.

## COURSE OUTLINE

The Microsoft Copilot Prompt-a-thon Workshop for School Leaders training includes:

- One in-person 5-hour training event is to be scheduled at an agreed-upon date, time, and location. The agenda includes:
  - Welcome and Introductions
  - Moment of AI
    - Discover AI Potential: What & Why of Prompt-a-thons
    - Global Trends
    - AI Foundations
    - Responsible AI
    - Use Cases
  - Prompt Challenge: Escape the Room with Copilot Hands-on Activity
  - Art of Prompting with Prompting Best Practices & Hands-on Activity
  - Key Takeaways and Resources from Microsoft



## **WHY TRAIN WITH SUNSET LEARNING INSTITUTE?**

Sunset Learning Institute (SLI) has been an innovative leader in developing and delivering authorized technical training since 1996. Our goal is to help our customers optimize their technology investments by providing convenient, high quality technical training that our customers can rely on. We empower students to master their desired technologies for their unique environments.

What sets SLI apart is not only our immense selection of trainings options, but our convenient and consistent delivery system. No matter how complex your environment is or where you are located, SLI is sure to have a training solution that you can count on!

### **Premiere World Class Instruction Team**

- All SLI instructors have a four-year technical degree, instructor level certifications and field consulting work experience
- Sunset Learning has won numerous Instructor Excellence and Instructor Quality Distinction awards since 2012

### **Enhanced Learning Experience**

- The goal of our instructors during class is ensure students understand the material, guide them through our labs and encourage questions and interactive discussions.

### **Convenient and Reliable Training Experience**

- You have the option to attend classes live with the instructor, at any of our established training facilities, or from the convenience of your home or office
- All Sunset Learning Institute classes are guaranteed to run – you can count on us to deliver the training you need when you need it!

### **Outstanding Customer Service**

- You will work with a dedicated account manager to suggest the optimal learning path for you and/or your team
- An enthusiastic student services team is available to answer any questions and ensure a quality training experience

**Interested in Private Group Training?**

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