



CHAT | TEMEN COPILOT ACADEMY

Temen Copilot Academy - Copilot Chat

Approximately two hours. Build practical habits for drafting, summarizing, brainstorming, grounding, verification, and responsible prompting in Copilot Chat.

BUYER GUIDE

Signal Blueprint and Microsoft 365 Copilot visual system | Version 2.0 | August 5, 2026

Build a repeatable work method before collecting prompt tricks.

Copilot Chat Applied Learning gives people a safe first path through task framing, context, output design, verification, conversation management, and reusable practice. The goal is confidence grounded in responsible behavior, not novelty.

01

People do not know where to start

The blank chat box creates uncertainty or random experimentation instead of useful work.

02

Prompts are copied without context

Learners reuse formulas without understanding purpose, sources, constraints, output, or verification.

03

Trust is all or nothing

Users either accept AI output too quickly or avoid it entirely because they lack a practical inspection method.

Choose this program for the condition it is designed to change.

Use this program when

- New Copilot Chat users
- Broad employee cohorts beginning responsible AI use
- Teams that need a shared prompting and verification method
- Organizations preparing learners for deeper role training

Choose a different path when

- Advanced agent development
- A substitute for Copilot readiness or governance
- Use of confidential production data in class

Buyer decision

Choose Copilot Chat when learners need a practical, low-friction first experience that turns an AI conversation into a controlled work pattern.

Expected learning outcomes

- A reusable prompting method
- Safer verification habits
- Applied drafting, summary, and idea workflows

Know the buying unit before enrollment.

Assisted commercial path

Temen confirms the audience, scope, schedule, delivery, and price before the program is ordered.

What the program covers.

STEP 01

Frame the work

State the purpose, audience, source context, constraints, and expected result before asking for output.

- Task, goal, audience, and definition of done
- Relevant source context and boundaries
- Format, tone, length, and quality expectations

APPLIED PRACTICE

Repair a vague prompt and compare the effect of clear purpose, context, and output requirements.

PROGRAM ARTIFACT

Prompt framing card

STEP 02

Work with approved context

Choose what information belongs in the conversation and recognize when the answer lacks sufficient evidence.

- Approved sources and sensitive-data boundaries
- Work context, web context, and source selection
- Missing evidence, assumptions, and unsupported claims

APPLIED PRACTICE

Select the minimum appropriate context for a staged business task and reject unsafe or irrelevant inputs.

PROGRAM ARTIFACT

Context selection checklist

Continue the learning path.

STEP 03

Inspect and improve

Verify important claims, refine the output, compare alternatives, and keep the person accountable for the result.

- Citation and source checks
- Fabrication, bias, over-reliance, and human review
- Refinement, comparison, and consequential-decision boundaries

APPLIED PRACTICE

Inspect a confident but flawed draft, identify the risks, and produce a reviewed version with visible assumptions.

PROGRAM ARTIFACT

Verification checklist

STEP 04

Reuse the pattern

Turn successful interaction into a responsible repeatable practice without assuming every task should be automated.

- Saved prompts and shared patterns
- Conversation organization and deletion
- When to continue with Chat, training, an agent, a workflow, or a human process

APPLIED PRACTICE

Build one reusable prompt card for a recurring role task and define its verification owner.

PROGRAM ARTIFACT

Reusable prompt card

What happens before, during, and after.

00:00

Responsible starting point

Understand what Copilot Chat can support, what context changes, and what remains human-owned.

00:25

Prompt and context practice

Frame tasks, select sources, set constraints, and design useful output.

01:05

Verification lab

Find assumptions, unsupported claims, sensitive-data risks, and quality problems in staged responses.

01:40

Reusable work pattern

Create a role-relevant prompt card and choose the next responsible learning or solution path.

Private delivery confirms the cohort, time zone, schedule, instructor, safe practice boundary, and accessibility needs before the session.

Practice the judgment behind the capability.

MANAGER

Summarize a policy update

Use approved source text, identify changes, expose uncertainty, and prepare employee communication for human review.

ANALYST

Turn notes into decision questions

Organize staged evidence, identify missing information, and draft questions rather than inventing conclusions.

COMMUNICATIONS

Create and compare message options

Control audience, tone, length, evidence, and review while preserving the accountable author.

Practice-data boundary

Scenarios use fictional, sanitized, or explicitly approved information. Standard Academy delivery does not request passwords, keys, tenant identifiers, production credentials, health data, or customer secrets.

The program produces more than attendance.

01

Prompt framework

A reusable task, context, output, and verification method for everyday work.

02

Practice cards

Staged drafting, summary, brainstorming, analysis, and question-generation exercises.

03

Responsible-use checklist

A visible check for sensitive information, evidence, assumptions, accuracy, and human authority.

04

Next-path recommendation

Guidance on whether the cohort should continue with Foundations, role-based Academy training, an agent, workflow, or governance work.

Included

- Guided practice
- Prompt framework
- Reusable practice cards
- Responsible-use checklist

Before delivery

- Access to Microsoft 365 Copilot Chat
- No prior prompting experience required

Resolve the buying questions before scheduling.

Is this self-paced?

The Temen offer is guided virtual learning with reusable practice. Delivery details are confirmed during assisted scheduling.

Do learners need advanced AI knowledge?

No. The program is designed as a practical starting point.

Will the course teach secret prompt formulas?

No. It teaches a durable method for purpose, context, output, verification, and accountable reuse.

Can learners bring real work?

They may bring non-sensitive patterns or explicitly approved sanitized material. Secrets and regulated or private data do not belong in standard training exercises.

Temen confirms the private delivery.

Price, capacity, schedule, instructor availability, delivery terms, and any requested customization are confirmed before purchase or activation.