



FOUND | TEMEN COPILOT ACADEMY

Temen Copilot Academy - Microsoft 365 Foundations

One instructor-led day. Strengthen how people communicate, find, store, share, analyze, and create across Microsoft 365 before asking Copilot to work across that information.

BUYER GUIDE

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

Fix the everyday Microsoft 365 foundation before adding acceleration.

Copilot cannot compensate for unclear file ownership, inconsistent sharing, weak meeting habits, unstructured documents, or unreliable data. This private cohort strengthens the Microsoft 365 practices people and Copilot depend on.

01

Files are hard to find

People are unsure what belongs in OneDrive, SharePoint, Teams, email, or local storage.

02

Meetings do not become action

Decisions, owners, notes, messages, and follow-up are spread across applications.

03

Copilot feels disappointing

The information, document, and workflow foundation is not yet consistent enough to support dependable assistance.

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

Use this program when

- Teams preparing for Microsoft 365 Copilot
- New or inconsistent Microsoft 365 users
- Organizations standardizing collaboration and information habits
- Cohorts that need shared application practices

Choose a different path when

- Tenant migration or remediation engineering
- Advanced application-specific certification training
- A generic feature tour without organizational context

Buyer decision

Choose Foundations when the barrier is not access to Copilot, but the quality and consistency of everyday work across Microsoft 365.

Expected learning outcomes

- Stronger file and collaboration habits
- Clearer use of Microsoft 365 applications
- A practical readiness baseline for Copilot training

Know the buying unit before enrollment.

PROGRAM PRICE

\$5,250

per private cohort

Buying unit

One private cohort minimum.

Delivery capacity

Up to 10 learners in the standard private cohort.

Training prices exclude Microsoft licenses, certification exams, taxes, travel, and custom engineering unless an approved order states otherwise.

What the program covers.

WORKSTREAM 01

Communicate and coordinate

Use Teams and Outlook to make communication, meetings, decisions, ownership, and follow-up easier to trace.

- Teams, channels, chat, meetings, notes, and action ownership
- Outlook messages, calendar, search, categories, and follow-up
- Choosing the right communication surface for the work

APPLIED PRACTICE

Turn a staged meeting and email thread into one visible decision and action trail.

PROGRAM ARTIFACT

Communication working agreement

WORKSTREAM 02

Store, share, and find

Clarify personal work, team knowledge, sharing, versions, permissions, structure, and retrieval.

- OneDrive for individual working files
- SharePoint and Teams for shared organizational information
- Names, versions, sharing, ownership, and findability

APPLIED PRACTICE

Repair a staged file journey that includes duplicate copies, unclear ownership, broad sharing, and missing context.

PROGRAM ARTIFACT

Information placement guide

Continue the learning path.

WORKSTREAM 03

Create, analyze, and present

Build working artifacts that people and Copilot can interpret more reliably.

- Word structure, review, references, and reusable documents
- Excel tables, data quality, formulas, summaries, and decision evidence
- PowerPoint narrative and OneNote capture, organization, and reuse

APPLIED PRACTICE

Create a small decision package from staged notes, data, narrative, and presentation requirements.

PROGRAM ARTIFACT

Microsoft 365 work pattern

WORKSTREAM 04

Prepare for Copilot

Connect application practice to access, information, workflow, skill, verification, and adoption readiness.

- What Copilot can and cannot repair
- Context, permissions, document quality, and verification
- Priority roles, workflows, learning needs, and next steps

APPLIED PRACTICE

Assess one recurring workflow and identify what must improve before Copilot is introduced or expanded.

PROGRAM ARTIFACT

Cohort readiness observations

What happens before, during, and after.

BEFORE	Cohort intake Temen identifies the roles, applications, workflows, and friction that deserve the most practice.
MORNING	Communication and information Connect Teams, Outlook, OneDrive, and SharePoint through realistic work rather than isolated feature demonstrations.
AFTERNOON	Creation, analysis, and Copilot readiness Use Word, Excel, PowerPoint, and OneNote to build a complete work package and assess readiness.
AFTER	Recommended learning path Receive the work patterns, observed friction, and the next Academy, readiness, or adoption recommendation.

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

Practice the judgment behind the capability.

PROJECT TEAM

One decision across eight applications

Move from meeting and email through shared files, analysis, narrative, notes, and follow-up without creating disconnected copies.

MANAGER

Find the source behind the summary

Trace a management update back to the document, data, owner, version, and decision that support it.

COPILOT USER

Improve the context before improving the prompt

Repair structure, access, source selection, and expected output before asking Copilot to help.

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

Application practice guide

A role-relevant guide across Teams, Outlook, OneDrive, SharePoint, Word, Excel, PowerPoint, and OneNote.

02

Work-pattern exercises

Connected exercises that follow information and action through real Microsoft 365 work patterns.

03

Information placement guide

A practical decision aid for personal files, team knowledge, messages, meetings, and shared work.

04

Readiness observations

A concise view of application, information, workflow, access, and skill conditions affecting the next Copilot step.

Included

- Private cohort delivery
- Application practice guide
- Workflow exercises
- Readiness observations
- Recommended next learning path

Before delivery

- Microsoft 365 accounts for participating learners
- Current desktop or web applications
- A short intake identifying priority workflows

Resolve the buying questions before scheduling.

Is this a beginner course?

It supports mixed experience levels. Intake prioritizes the applications and work patterns causing the most friction.

Does it cover every Microsoft 365 feature?

No. It focuses on the practical behaviors and application connections that improve everyday work and Copilot readiness.

Do learners need Copilot licenses?

No. This program prepares the Microsoft 365 foundation. Copilot examples can be staged when licenses are not yet available.

Can Temen customize the examples?

Yes, within the approved private-cohort scope and safe practice-data boundary confirmed during intake.

Temen confirms the private delivery.

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