



14D | TEMEN COPILOT ACADEMY

Temen Copilot Academy - Organizational Program

Fourteen-calendar-day adoption sprint with 7.5 live hours. Combine live foundations, role sessions, agents and prompting, guided practice, office hours, resources, and moderated support in one focused adoption window.

BUYER GUIDE

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

People need role practice, reinforcement, and somewhere to ask for help.

The fourteen-calendar-day Academy connects foundations, role-based learning, agents, prompting, guided practice, moderated support, an office hour, and next-step observations. It is designed to fit around the work week while giving new habits time to form.

01

Licenses are underused

People know Copilot exists but do not recognize where it belongs in their role or how to verify the result.

02

One session did not stick

The launch delivered awareness, but there was no role practice, community, reinforcement, or support path.

03

Questions remain hidden

Employees experiment privately because approved use, information boundaries, and escalation paths are unclear.

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

Use this program when

- Organizations moving from access to role-based adoption
- Private cohorts with a named sponsor
- Teams that can select two priority role groups
- Programs that need learning plus two weeks of reinforcement

Choose a different path when

- A fourteen-day full-time instructor engagement
- Tenant engineering or custom agent development
- Organization-wide rollout without sponsor, roles, or approved practice boundaries

Buyer decision

Choose the Organizational Academy when the technology is available or planned, but people need a supported path from basic understanding to role-specific use and continued practice.

Expected learning outcomes

- Role-based practical use
- Reusable prompts and work patterns
- Visible questions, adoption signals, and next actions

Know the buying unit before enrollment.

PROGRAM PRICE

\$850

per learner

Standard value ~~\$1,200~~ per learner

Buying unit

7 learners minimum.

Delivery capacity

Up to 49 learners in the standard scheduled cohort.

Organization volume rates

7-14	\$850 per learner Core organizational cohort
15-24	\$800 per learner Organization volume rate
25-49	\$750 per learner Enterprise cohort rate

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

What the program covers.

DAY 01

Ground School: Copilot foundations

Establish shared language for safe use, grounding, prompting, Microsoft 365 experiences, and verification.

- What Copilot is and how work context affects results
- Purpose, context, constraints, output, and verification
- Word, Excel, PowerPoint, Outlook, Teams, Chat, and responsible use

APPLIED PRACTICE

Complete a connected work scenario using approved or staged information.

PROGRAM ARTIFACT

Learner foundation workbook

DAYS 02-04

Crew Operations: two role sessions

Apply Copilot to the roles and recurring work chosen during intake.

- Two selected sessions from Executive, Sales, Marketing, Finance, HR, Operations, IT, Communications, Customer Service, or Legal
- Role-specific sources, outputs, verification, and boundaries
- Reusable work patterns that continue after training

APPLIED PRACTICE

Work through a role scenario and convert it into a reusable prompt and verification pattern.

PROGRAM ARTIFACT

Role practice cards

Continue the learning path.

DAY 05

Getting Your Wings: agents and prompting

Move from individual prompting into bounded agents, repeatable work, and explicit human checkpoints.

- When a prompt is enough
- When an existing or custom agent fits
- Knowledge, instructions, actions, sharing, risk, and ownership

APPLIED PRACTICE

Evaluate a recurring task and frame a safe prompt, agent, or workflow recommendation.

PROGRAM ARTIFACT

Prompt and agent decision card

WEEK 02

In-flight support and reinforcement

Give learners time to practice, ask questions, see new ideas, and resolve friction without adding another full training week.

- Moderated Microsoft Teams support
- Things-to-try prompts and curated resources
- One-hour office session, observations, and next actions

APPLIED PRACTICE

Bring a non-sensitive work pattern to the support channel and refine the approach with the facilitator.

PROGRAM ARTIFACT

Adoption observations report

What happens before, during, and after.

INTAKE	Sponsor, roles, and boundaries Confirm goals, cohort, two role sessions, applications, scenarios, access, time zone, and safe practice data.
WEEK 01	Learn and apply Deliver 6.5 hours across foundations, two role sessions, agents, prompting, practice, and wrap-up.
WEEK 02	Practice with support Use moderated Teams help, prompt ideas, resources, self-paced practice, and a one-hour office session.
CLOSE	Observe and continue Summarize participation, friction, useful work patterns, open questions, and recommended next actions without employee surveillance.

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

Practice the judgment behind the capability.

SALES + MARKETING

From account context to a reviewed campaign brief

Research approved sources, draft the brief, verify claims, prepare the presentation, and assign human review.

HR + OPERATIONS

From policy question to a controlled employee response

Use approved policy content, protect sensitive information, distinguish guidance from approval, and preserve human authority.

EXECUTIVE + FINANCE

From operating evidence to a decision summary

Build the narrative from staged documents and data, expose assumptions, and prepare questions instead of hiding uncertainty.

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

7.5 live hours

Three-hour foundations, two one-hour role sessions, a 90-minute agents session, and a one-hour office session.

02

Learner resource package

Foundation workbook, role practice cards, prompt patterns, responsible-use checklist, and curated resources.

03

Moderated support

Fourteen calendar days of an approved Teams support path for questions, friction, and guided practice.

04

Adoption observations

A customer-facing summary of participation, visible friction, useful patterns, open questions, and recommended next steps.

Included

- 7.5 live hours
- Two role sessions
- Fourteen days of guided reinforcement
- Moderated Teams support
- Office hour
- Adoption observations and next-step report

Before delivery

- A named business sponsor
- Selected learner roles and priority scenarios
- Microsoft 365 and Copilot access appropriate to planned exercises

Resolve the buying questions before scheduling.

Is this fourteen full days of training?

No. It is a fourteen-calendar-day adoption sprint with 7.5 live hours plus guided practice, resources, moderated Teams support, and flexible reinforcement.

How many role sessions are included?

Two one-hour role sessions are selected during intake from the standard role menu.

Can the program use our information?

Only staged, sanitized, or explicitly approved practice information may be used. Production access and sensitive data are outside standard Academy delivery.

How is adoption measured?

Temen records participation, questions, friction, reusable work patterns, and next actions. The program does not use employee surveillance or claim unproven productivity gains.

Temen confirms the private delivery.

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