

# NBN CONNECTS WITH MICROSOFT 2.0



A large, solid blue circle is positioned on the left side of the slide. A second, lighter blue circle is partially visible behind it, overlapping its left edge.

# **Steve Testar**

Chief Executive Officer and Co-Founder  
Showcase SA

**INSPIRE**

---

**CONNECT**

---

**THRIVE**



# UPCOMING EVENTS

**GATHER ROUND LUNCH**  
EBONY MARINOFF  
BRAD EBERT  
SHANE CRAWFORD  
**10 APRIL**



**CHANGEMAKER  
LUNCH**

JAMIE MCCLURG  
**7 MAY**



**EXCLUSIVE  
NETWORKING**  
2KW BAR &  
RESTAURANT  
**14 MAY**



**PSYCHOLOGICAL  
SAFETY MASTERCLASS**

KRISTEN RAISON  
SAM YOUNG  
-HUMN GLOBAL  
**20 MAY**



**JOIN AS A SHOWCASE SA  
MEMBER OR SPONSOR**

*GET YOUR BRAND IN FRONT OF LEADERS IN BUSINESS &  
MAKE CONNECTIONS WITH IMPACT.*



A portrait of Jack Withinshaw, a man with dark hair and light eyes, wearing a light blue button-down shirt. He is looking directly at the camera with a neutral expression. A small lapel microphone is clipped to his shirt. The background is a plain, dark grey.

**JACK WITHINSHAW**  
CO-FOUNDER & CCO, AIRSPEEDER



# CHECK YOUR ADDRESS

[www.nbnco.com.au](http://www.nbnco.com.au)



# Microsoft AI for Every Business in Australia



Shraddha Limaye

Asia Skilling Lead – Small, Medium Enterprises  
and Channel (SME&C)

# Our Ambition, **Collective Opportunity**

Empower every user with a secure Copilot.  
Transform every business process with an agent.

**How do you  
empower  
your team  
to thrive in  
the AI era?**

**70%**

of the skills used in most jobs  
will change by 2030, with  
AI emerging as a catalyst.

# Frontier success framework

## Enrich

employee  
experiences




## Reinvent

customer  
engagement



## Reshape

business  
processes



## Bend the curve

on innovation



# Microsoft Agents

Automate tasks with pre-built agents by Microsoft that are designed for work



## Researcher

Advanced reasoning  
Generally available



## Analyst

Advanced reasoning  
Generally available



## Surveys

End-to-end survey mgmt.  
Generally Available



## Interpreter

Multi-lingual translation  
Generally available



## Facilitator

Teams meeting moderation  
Generally available



## Knowledge

Content mgmt. & organization  
Public preview



## Channels

AI teammate  
Public preview



## Project Manager

Automate project mgmt.  
Public preview



## Communities

Community mgmt.  
Public preview



## Workforce Insights

Organizational insights  
Frontier Program



## Word

Document creation  
and iteration  
Frontier Program



## Excel

Data visualizations  
and insights  
Frontier Program



## PowerPoint

Build and iterate on  
presentations  
Frontier Program



## People

Colleague connector &  
collaboration planner  
Frontier Program



## Learning


Curated AI skill building  
resources  
Frontier Program

Gain agent best practices at our AI Agent Hub [AI agents – Microsoft Adoption](#)



Copilot for Microsoft 365 empowers  
**every functional area**

How will AI reinvent how each team achieves their goals?



**Marketing**

Jumpstart the creative process and generate ideas while writing



**Sales**

Stay focused on closing deals with an AI assistant for email



**Customer Service**

Stay coordinated as a team to resolve more customer issues



**Finance**

Quickly search across all your data to solve your most complex problems



**Legal**

Simplify legal reviews and contract clarity



**Data and IT Pros**

Effectively manage shared projects and track progress



**HR**

Store, access, and prioritize notes in a fraction of the time

# Introducing AI Skills Navigator



An agentic learning space that helps individuals build career skills and organizations worldwide accelerate their business.



## Rich, multimodal content

Curated content and credentials from Microsoft, LinkedIn and GitHub—all in a single place.



## Skilling playlists

Personalized AI generated multimodal learning plans.



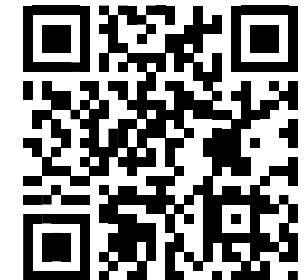
## Skilling sessions

Live-like training available anytime with agentic support.



## AI-generated podcasts

An engaging audio format that can be instantly generated from complex material.



[AISkillsNavigator.microsoft.com](https://AISkillsNavigator.microsoft.com)

# Microsoft 365 Copilot Workshop: HR and Legal

## Akkodis Academy Tech Talk

### Featuring



**RISHONA ELIJAH**  
Technology Evangelist,  
Microsoft Business Applications MVP  
**Expert Speaker**



# Agenda

## Akkodis Academy presents:

- AI Foundations
- M365 Copilot: Basics
- M365 Copilot in your flow of work
  - Quick wins with Copilot
  - Review a contract
  - Create an onboarding presentation for new starters
  - Understand law changes
  - Map law changes to your policies
  - Manage initiatives with Notebooks
  - Create a contract renewals tracker
  - Create an HR self-service agent for employees
  - Draft an announcement
- Prompting best practices
- Making Copilot work for you

## Questions & Answers

# Akkodis Academy



Academies in 10  
dedicated countries



>150 learning  
professionals

AKKODIS



>50,000 up- / re-skilled  
in 2024

Country led catalogue of >300 trainings in selected  
Industries & Tech Practices

## GLOBAL INDUSTRIES

## GLOBAL TECH PRACTICES



**Tech, Business & Method  
Skills** to support our  
strategy



**Hands-on training**  
with our own Tech Experts



Automotive & Transportation



Aerospace & Defence



Information & Communication  
Technology



Manufacturing & Logistics



Product & System Development



Validation & Verification



Manufacturing & Operations



Digital & Software



Data Analytics & AI



Cloud, Infrastructure & Security

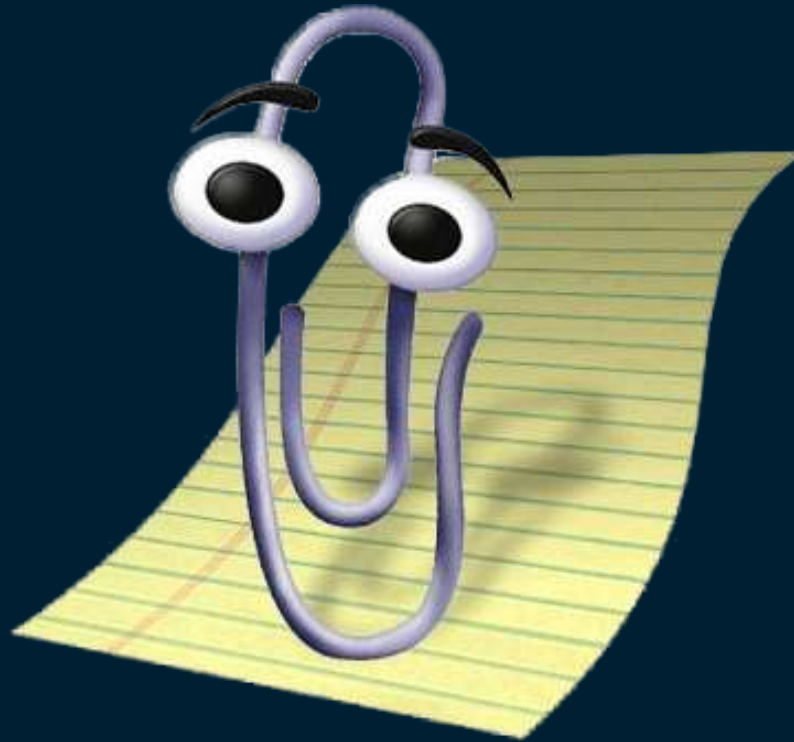
## Disclaimer : Use of AI in HR & Legal contexts

- AI tools are designed to assist, not replace human judgement, professional experience or legal advice
- **AI can produce inaccurate, incomplete or outdated information**
- Law is complex and jurisdictional specific outputs may not reflect current legislation, awards, enterprise agreements or case law

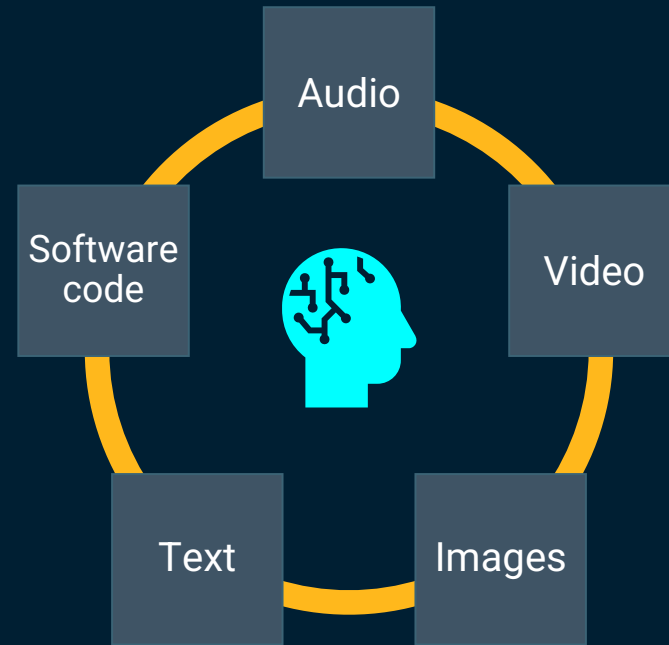
A thin, solid orange diagonal line pointing from the top-left towards the bottom-right.

# AI Foundations

# Copilot: the assistant, evolved



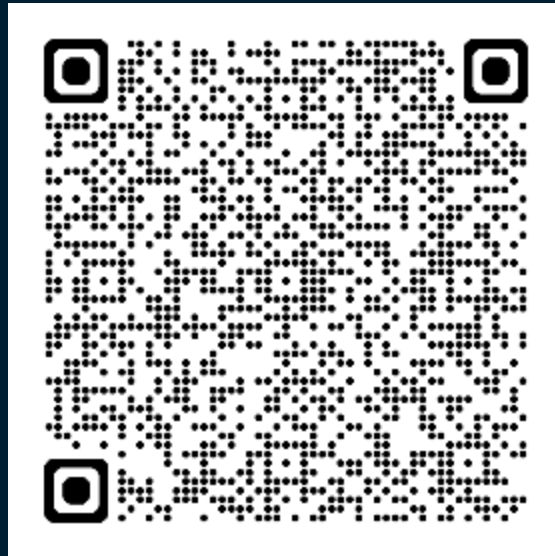
Generative AI (GenAI) is a form of artificial intelligence capable of producing new content.



You use “Prompts” (instructions) to communicate

Try it out: Natural language

How can a *[enter your job title]* use M365 Copilot at work?



<https://shorturl.at/wNJg9>

M365 Copilot Tech Talk

Hello 🤖

Welcome to NBN Connects with Microsoft! We hope you are enjoying the event so far.

What can I assist you with?

Just now

how can an executive assistant use M365 Copilot at work?

Just now

**Top 10 Ways Executive Assistants Can Use Microsoft 365 Copilot**

- **Summarise Meetings (Teams, Copilot Chat)**
  - Prompt: "Summarise the meeting and list action items for each attendee."
- **Draft Professional Emails (Outlook, Copilot Chat)**
  - Prompt: "Draft a follow-up email to the board summarising today's meeting and next steps."
- **Create Executive Briefings (Word, Teams, Copilot Chat)**
  - Prompt: "Turn this bullet list into a one-page briefing for the CEO."
- **Customise Tone and Style (Word, Outlook)**
  - Prompt: "Rewrite this itinerary in a more formal tone for a C-level audience."

Type your message

0/2000

# Uses for Copilot: Legal



## **Summarising documents**

*“Summarise this document, policy, report.”*

## **Create ‘first-pass’ content**

*“Draft a position description, employee email etc.”*

## **Administration support**

*“Create a timeline from emails: date, event, evidence.”*

## **Prepare internal communications**

*“Simplify this information for managers: plain English, short paragraphs.”*

# Uses for Copilot: HR



## Employee engagement

*“Summarise survey results: themes, quick wins, priority actions.”*

## HR Onboarding

*“Create an onboarding checklist.”*

## Learning and development

*“Summarise skills gaps: recommend courses and on the job learning.”*

## HR strategy and planning

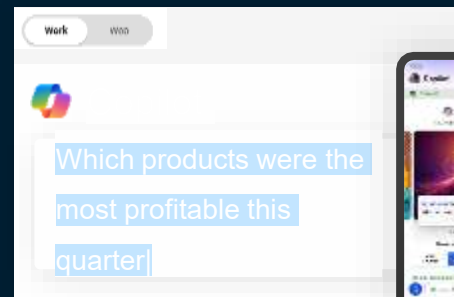
*“Create leadership brief: policy changes, impact, cost, rollout steps.”*



# M365 Copilot: Basics



## M365 Copilot is your AI assistant for work



Single chat  
destination for  
web and work

+

Microsoft 365  
Apps

Enterprise-grade security, privacy, and compliance

# Accessing M365 Copilot



## M365 Chat

Multi-purpose chat, which can reference organisational data



## Teams

Recap meeting, capture follow up actions, meeting preparation



## Word

Recap meeting, capture follow up actions, meeting preparation



## Excel

Identify trends, create visualisations, or ask for recommendations to drive different outcomes



## PowerPoint

Convert written documents into slide decks, including speaker notes and references



## OneNote

Summarising, rewriting, formatting, and adding visual context



## Outlook

Summarising and drafting emails, scheduling meetings



## Whiteboard

Brainstorming ideas



## Microsoft Forms

Generate surveys and quizzes

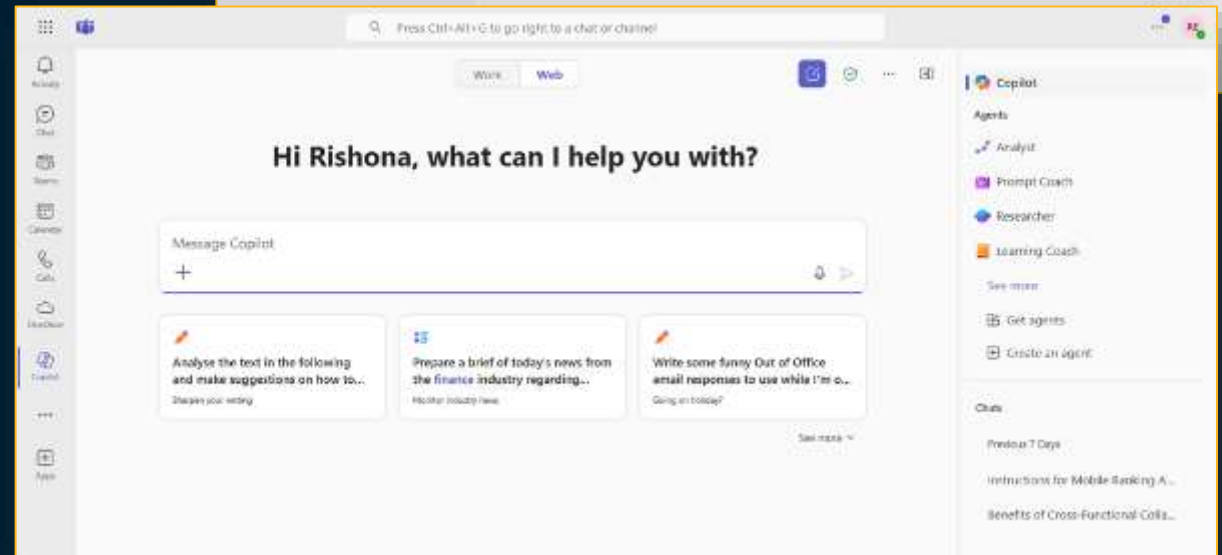
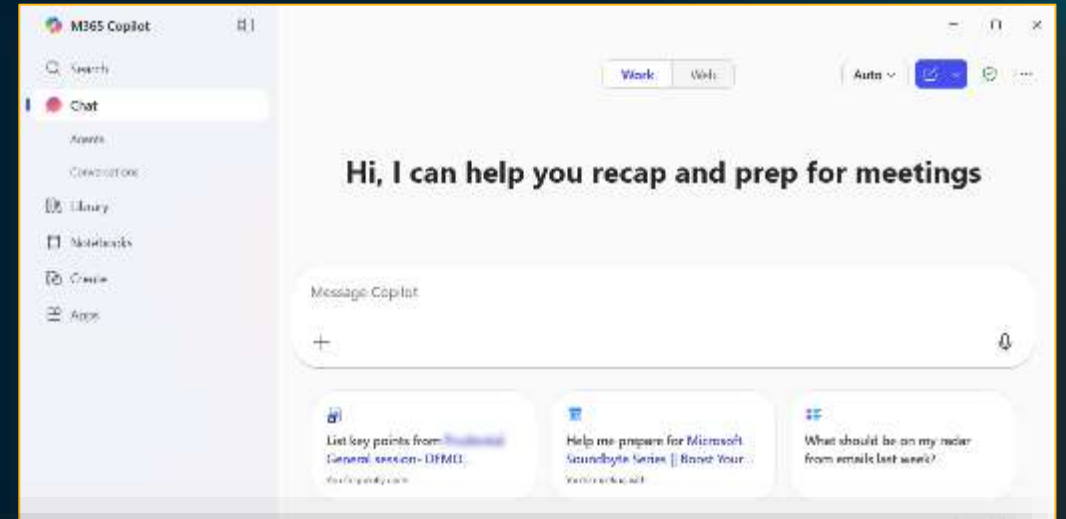
# Where does the information come from?

- Base general Knowledge and the web
- **Microsoft Graph:** Organisational information like emails, files and MS Teams
- Additional data sources used in your organisation (e.g. CRM data)



# Where to find M365 Copilot Chat

- <https://m365.cloud.microsoft/>
- Microsoft Teams Copilot app
- M365 Copilot desktop app
- **Sign in with your work email**





Work

Web

Auto



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Apps

Rishona Elijah

M365 Copilot

# What can I help you with?

Enter your prompt

Update meeti... X

Recap my meeting Update meeting

+ Tools



MA

What's the latest from **Microsoft Power Apps**, organised by...

Is a close collaborator



List key points from **Financial\_Analysis\_Workbook.xlsx**

You edited



What time zone does **person** work in?



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Apps

Rishona Elijah

M365 Copilot

Work

Web

Auto



# What can I help you with?

Type “ / ” to search your work content

Recap my meeting / Start typing to search

+ Tools



All

People

Files

Meetings

Emails

3 more

Search



Speech for Fabrikam Stakeholders 1

Created 6 hours ago



Rishona Elijah

rishona@rishonamvp.onmicrosoft.com



Financial\_Analysis\_Workbook

Opened by you 6 hours ago



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Apps

RE Rishona Elijah



M365 Copilot

Work

Web

Auto



Today

Recap my meeting [Update meeting](#)

Copilot

Here's a clear, structured recap of your meeting [Update meeting](#) held on 13 January 2026, 3:30-4:00 pm AEDT, based entirely on the transcribed discussion.

This meeting *was* transcribed. [Update meeting](#)

Continue the conversation



Draft an email to the team summarizing...

Write it as an email I can send to the attendees

+ Tools



AI-generated content may be incorrect



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Apps

RE Rishona Elijah



M365 Copilot

Today

Or start a new topic



Recap my meeting [Update meeting](#)

Copilot ⓘ

Here's a clear, structured recap of your meeting [Update meeting](#) held on 13 January 2026, 3:30–4:00 pm AEDT, based entirely on the transcribed discussion.

**This meeting was transcribed.** Update meeting

Draft an email to the team summarizing the meeting

Prepare a project plan for the milestones



Write it as an email I can send to the attendees

+ Tools



AI-generated content may be incorrect

**Work toggle**  
“grounds” answers  
in work content,  
e.g. files, emails



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Apps

RE Rishona Elijah



Copilot ⓘ

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**This meeting was transcribed.** Update meeting

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Prepare a project plan for the milestones

Write it as an email I can send to the attendees

+ Tools

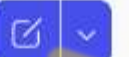


Work

Work

web

Auto ▾



Recap my meeting [Update meeting](#)

M365 Copilot ⓘ

AI-generated content may be incorrect



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Apps

RE Rishona Elijah

M365 Copilot

Create images  
and videos

# What do you want to create?



Create an image

PowerPoint

Word

Excel

Create a video

More...

Describe what you want to create

+ Add a file

Brand and colour

Create →

## Create videos with Copilot

My videos





Agents

- Researcher
- Analyst
- Prompt Coach
- Skills (Frontier)
- Microsoft 365 Admin
- Learning (Frontier)
- New agent
- All agents



Notebooks

- Apps
- Rishona Elijah

**Agents  
handle  
specialised  
tasks**

What are some quick insights about the data from the uploaded file?  
Analyst demo sales\_data\_Q1\_2025.csv

Calculating average price per unit

Ask Analyst to analyse your data and generate insights

- All
- Favourites
- Shared with you
- Recommended

- Skills (Frontier)
- Health Day Support Bot
- Microsoft 365 Admin
- New agent
- All agents
- Notebooks
- Financial Wellness App
- Performance Review



**Notebooks**  
group Copilot  
chats and  
files

All notebooks

- Chats
- Update Meeting Recap Summary
- Presentation on Speech for Fabri...
- Excel Workbook for Data Analysis...
- Strategic Planning Document wit...
- Apps
- Rishona Elijah

Notebooks

- Financial Wellness App
- Performance Review
- All notebooks

Financial Wellness App  
Just now

gns

3 References

Strategic Report 2025



## Microsoft 365 Copilot is built on trust

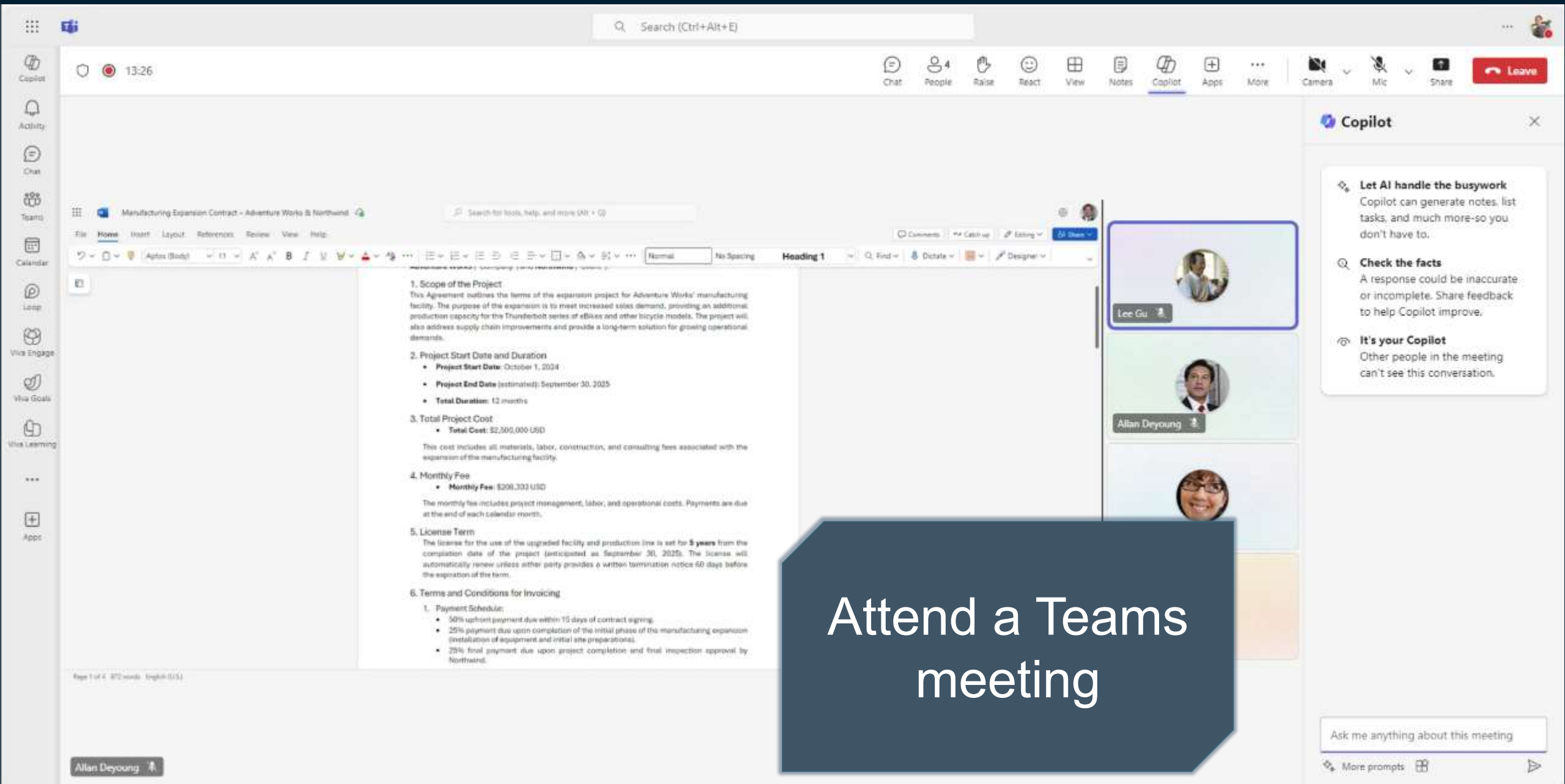
- Microsoft secures your data at rest and in transit
  - You control your data
- Your data is not used to train or enrich foundation models
- You're protected against AI security and copyright risks



# Quick wins with Copilot

## Quick wins with Copilot

- **Meeting recaps**
- Get quick insights from document
- Summarise and reply to an email thread



Search (Ctrl+Alt+E)

13:26

- Chat
- People 4
- Raise
- React
- View
- Notes
- Copilot
- Apps
- More
- Camera
- Mic
- Share
- Leave

Manufacturing Expansion Contract - Adventure Works & Northwind

File Home Insert Layout References Review View Help

Normal No Spacing Heading 1 Find Dictate Designer

**1. Scope of the Project**  
This Agreement outlines the terms of the expansion project for Adventure Works' manufacturing facility. The purpose of the expansion is to meet increased sales demand, providing an additional production capacity for the Thunderbolt series of eBikes and other bicycle models. The project will also address supply chain improvements and provide a long-term solution for growing operational demands.

**2. Project Start Date and Duration**

- Project Start Date: October 1, 2024
- Project End Date (estimated): September 30, 2025
- Total Duration: 12 months

**3. Total Project Cost**

- Total Cost: \$2,500,000 USD

This cost includes all materials, labor, construction, and consulting fees associated with the expansion of the manufacturing facility.

**4. Monthly Fee**

- Monthly Fee: \$208,333 USD

The monthly fee includes project management, labor, and operational costs. Payments are due at the end of each calendar month.

**5. License Term**  
The license for the use of the upgraded facility and production line is set for 5 years from the completion date of the project (anticipated as September 30, 2025). The license will automatically renew unless either party provides a written termination notice 60 days before the expiration of the term.

**6. Terms and Conditions for Invoicing**

**1. Payment Schedule:**

- 50% upfront payment due within 15 days of contract signing.
- 25% payment due upon completion of the initial phase of the manufacturing expansion (installation of equipment and initial site preparations).
- 25% final payment due upon project completion and final inspection approval by Northwind.

Lee Gu

Allan Deyoung

Copilot

- Let AI handle the busywork  
Copilot can generate notes, list tasks, and much more-so you don't have to.
- Check the facts  
A response could be inaccurate or incomplete. Share feedback to help Copilot improve.
- It's your Copilot  
Other people in the meeting can't see this conversation.

Attend a Teams meeting

Ask me anything about this meeting

More prompts



### Copilot

It's your Copilot  
Other people in the meeting can't see this conversation.

Today  
Summarize this meeting so far and provide key points and action items.

Copilot 4:14 PM

Here's a summary of the key points and action items from the meeting:  
**Key Points:**

- The meeting focused on reviewing the Northland contract for the new manufacturing expansion project.
- Alex suggested adjusting payment terms to milestone-based payments to reduce cash flow strain.
- Lee supported the idea for more flexibility in managing project phases.
- Megan raised concerns about the tight timeline for the manufacturing expansion, suggesting

AI-generated content may be incorrect

Generating a response

Ask me anything about this meeting

More prompts

Manufacturing Expansion Contract - Adventure Works & Northwind

1. Scope of the Project  
This Agreement outlines the terms of the expansion project for Adventure Works' manufacturing facility. The purpose of the expansion is to meet increased sales demand, providing an additional production capacity for the Thunderbolt series of eBikes and other bicycle models. The project will also address supply chain improvements and provide a long-term solution for growing operational demands.

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- **Total Duration:** 12 months

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This cost includes all materials, labor, construction, and consulting fees associated with the expansion of the manufacturing facility.

4. Monthly Fee

- **Monthly Fee:** \$206,333 USD

The monthly fee includes project management, labor, and operational costs. Payments are due at the end of each calendar month.

5. License Term

The license for the use of the upgraded facility and production line is set for **5 years** from the completion date of the project (anticipated as September 30, 2025). The license will automatically renew unless either party provides a written termination notice 60 days before

Summarise this meeting so far and provide key points and action items

**Chat**

Copilot

Activity

Chat

Teams

Calendar

Loop

Viva Engage

Viva Goals

Viva Learning

App

**Pinned**

- Alex Wilber (You)

**Recent**

- Pradeep Gupta 4:26 PM  
Does Finance have the budget for next year ready?
- Diego, Johanna, and Joni 4:25 PM  
You: You all want to meet up today after work?
- Manufacturing Expansion Contrac... 4:16 PM  
Recording is ready
- Customer Support Metrics Deep Dive 9/19  
Recording is ready
- Adele Vance 9/18  
You: Absolutely. I can start working on that and ca...
- Contract Review Meeting: MOU with ... 9/17  
Recording is ready
- Nestor Wilke 9/13  
You: Hey Nestor, I wanted to bring something to y...
- Debra, Isaiah, Johanna, +3 9/13  
You: Thanks for creating this group chat Debra Be...
- Research sync: smart tech in next gen... 9/11  
Recording is ready
- Debra Berger 9/11  
Awesome insights, Alex. The report you put toget...

**Manufacturing Expansion Contr...** Chat Shared Recap Speaker Coach Q&A

Sep 20, 2024 4:00 PM - 4:30 PM

Open in Stream Copilot



**Content**

No files were shared.

Notes AI notes Mentions (4) Transcript

Manufacturing Expansion Co... payment structure.

- Review the timeline again, based on Megan's concern. Probably needs more thought.
- Follow up on potential risks with Lee.
- Will send updated contract to Northwind after i circle back with the team on these adjustments.

**Follow-up tasks**

Task	Assign...	Due
1 Review Payment Terms with Finance and Legal	Allan ...	Mon, S...
2 Reassess Project Timeline with the Operations Team	Allan ... Mega...	Mon, S...
3 Evaluate Risk Mitigation Strategy with Lee Gu	Allan ... Lee Gu	Tue, S...
4 Review Contract Payment Terms and Timeline	Alex ...	Mon, S...

**Copilot**

- See suggestions on how to have flexibility in managing project phases.
  - Megan raised concerns about the tight timeline for the manufacturing expansion, suggesting it might lead to operational risks.
  - Allan agreed to look into extending the timeline and to discuss adjusting payment terms to milestone-based payments with Northland's legal and financial team.
- Action Items:**
- Payment Terms Adjustment** - Allan to discuss with Northland's legal and financial team about adjusting to milestone-based payments. 1
  - Timeline Extension** - Allan to explore extending the project timeline to mitigate operational risks. 2
- These adjustments aim to protect both parties and smooth out cash flow issues while aligning the expansion with sales forecasts and marketing efforts.
- AI-generated content may be incorrect

Ask me anything about this meeting

More prompts

# Quick wins with Copilot

- Meeting recaps
- **Get quick insights from document**
- Summarise and reply to an email thread



Copilot Delete Favorite ... Sort 2 selected Details

My files > Financial Wellness App

Go to OneDrive to view files



Name	Modified	Modified By
Financial Wellness App Features.pdf	September 30, ...	Rishona Elijah
Financial Wellness App Feedback.docx	September 30, ...	Rishona Elijah
Financial Wellness App Survey Results.xlsx	September 30, ...	Rishona Elijah



Select files and use Copilot



Copilot

Delete



2 selected



Details

Summarize

Compare files

Ask a question




App



		Modified	Modified By
	Financial Wellness App Features.pdf	September 30, ...	Rishona Elijah
<input checked="" type="checkbox"/>	Financial Wellness App Feedback.docx	September 30, ...	Rishona Elijah
<input checked="" type="checkbox"/>	Financial Wellness App Survey Results.xlsx	September 30, ...	Rishona Elijah



Copilot   De

ted



Details

My files &gt; Financial

 Name  Financial  Financial  Financial**2 files selected**

Financial Wellness App Feedback.docx, Financial Wellness App Survey Results.xlsx



This document provides a comprehensive summary of user feedback on the Financial Wellness

**1. App Features Overview:**

- The app includes features such as Cash Flow Forecasting, Subscription & Recurring Categorization, Multi-Bank Account Aggregation, Privacy, Security & Data Control

**2. Key Strengths:**

- Users appreciated the real-time insights and proactive alerts from Cash Flow Forecasting, identification of unused subscriptions with the Subscription & Recurring Payment

**3. Common Concerns:**

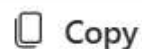
- Users found the navigation and user interface clunky or confusing, experienced more tailored educational content <sup>1</sup>.

**4. Actionable Improvements:**

- Suggestions include improving navigation and user interface, enhancing spend ca

**5. Customer Comments:**

- Feedback ranged from positive comments about the app's intuitiveness and helpf



Copy



Ask a question



Copilot, Delete, My files > Financial

Name
Financial
Financial
Financial

2 files selected  
 Financial Wellness App Feedback.docx, Financial Wellness App Survey Results.xlsx

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include improving navigation and user interface, enhancing spend ca

Ask a question

Copy Ask a question



File size	Share
73.8 KB	Share icon
111 KB	Share icon
11.0 KB	Share icon



Copilot Delete Favorite Download Move to ...

My files > Financial Wellness App

	Name	Modified
	Financial Wellness App Features.pdf	September
	Financial Wellness App Feedback.docx	September
	Financial Wellness App Survey Results.xlsx	September

Copilot

Hello Rishona Elijah!

Ask a question or get started with one of these examples:

- Summarize these files
- Compare the differences between these files
- What do these files say about [our OKRs this quarter]
- List the top three user concerns
- Provide recommendations for product improvements
- Show survey data in a table format

+ Ask a question about these files

Ask further questions

# Quick wins with Copilot

- Meeting recaps
- Get quick insights from document
- **Summarise and reply to an email thread**

New email [Icons: Delete, Move, Lock, Reply, Reply All, Forward, Share, Quick steps, Read/Unread, Flag, Pin, Clock, Copilot]

- Favourites
  - Inbox 229
  - Sent Items
  - Drafts 177
- rishona@rishonam...
  - Inbox 229
  - Drafts 177
  - Sent Items
  - Deleted Items 2
  - Junk Email
  - Notes
  - Archive
  - Conversation Histo...
  - Search Folders
  - Go to Groups

- Focused Other [Icons: Copy, Download, Filter, Sort]
- Other Emails (23)  
Microsoft Power Automate; Microsoft
  - Today
    - Avery Blake  
RFP – Cash Management an... 00:39  
Hello team, We are issuing an RFP f...
  - Yesterday
    - Avery Blake  
Check in to discuss the l... Sun 18:46  
No preview is available.
    - Microsoft Outlook  
Project Meeting (2) Sun 18:22  
Delivery has failed to these recipient...
    - Avery Blake; Microsoft Outlook  
Team Daily Stand Up (3) Sun 18:21  
No preview is available.

Open Outlook

### RFP – Cash Management and Treasury Service

Summary by Copilot [Close]

Hide message history

From: Priya Nair <[priya.nair@atlaslogistics.com](mailto:priya.nair@atlaslogistics.com)>  
Date: 9 January 2026  
Subject: Re: RFP – Cash Management and Treasury Services

Answers below:

- Volume: ~45k payments/month, AU 60%, SG 40%
- ERP: SAP S/4HANA; OAuth 2.0 preferred
- Sweeping: Daily end-of-day, regulatory compliant

We will share sample files in a secure folder by 16 September. – Priya

From: Coverage Team <[coverage@email.com](mailto:coverage@email.com)>  
To: Priya Nair <[priya.nair@atlaslogistics.com](mailto:priya.nair@atlaslogistics.com)>  
Date: 6 January 2026  
Subject: Re: RFP – Cash Management and Treasury Services

Thanks Priya, we will participate. To tailor our response, could you confirm:

- 1) Average monthly payment volumes per corridor
- 2) ERP system and authentication preference for APIs
- 3) Any constraints on liquidity sweeping across AU/SG

Best, Demo Coverage



New email [Icons: Delete, Move, Lock, Reply, Reply All, Forward, Share, Quick steps, Read/Unread, Flag, Pin, Unpin, Snooze, More] Copilot

- Favourites
  - Inbox 229
  - Sent Items
  - Drafts 177
- rishona@rishonam...
  - Inbox 229**
  - Drafts 177
  - Sent Items
  - Deleted Items 2
  - Junk Email
  - Notes
  - Archive
  - Conversation Histo...
  - Search Folders
  - Go to Groups

- Focused Other [Icons: Copy, Download, Filter, Sort]
- Other Emails (23) Microsoft Power Automate; Microsoft
  - Today
    - Avery Blake**  
RFP – Cash Management an... 00:39  
Hello team, We are issuing an RFP f...
    - AB Avery Blake  
RFP – Cash Management and... 00:35  
Hello team, We are issuing an RFP f...
  - Yesterday
    - > AB Avery Blake  
Check in to discuss the l... Sun 18:46  
No preview is available.
    - > MO Microsoft Outlook  
Project Meeting (2) Sun 18:22  
Delivery has failed to these recipient...
    - > AB Avery Blake; Microsoft Outlook  
Team Daily Stand Up (3) Sun 18:21  
No preview is available.

### RFP – Cash Management and Treasury Service

**Summary by Copilot** [Close]

**Avery Blake** (as Priya) issued an RFP for multi-currency cash management in Australia and Singapore, with requirements including AUD/SGD account structure, a payments API (SLA < 300ms), FX risk advisory for monthly SGD→AUD flows (~USD 2.5m), and a 12-week implementation timeline.

Submission deadline for the RFP is 30 September 2026, and participation confirmation is due by 12 June.

The Coverage Team confirmed participation and requested details on payment volumes, ERP system, API authentication, and liquidity sweeping constraints.

**Avery Blake** (as Priya) clarified there are ~45k payments/month (AU 60%, SG 40%), the ERP system is SAP S/4HANA with OAuth 2.0 preferred, and sweeping is daily end-of-day and regulatory compliant.

Sample files will be shared in a secure folder by 16 September.

No unresolved issues remain; all requested clarifications have been addressed.

[Ask Copilot](#)

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- File Home View Help
- New email
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  - Inbox 229
  - Sent Items
  - Drafts 177
- rishona@rishonam...
  - Inbox 229
  - Drafts 177
  - Sent Items
  - Deleted Items 2
  - Junk Email
  - Notes
  - Archive
  - Conversation Histo...
  - Search Folders
  - Go to Groups

Focused Other

Other Emails (23)  
Microsoft Power Automate

Today

Avery Blake  
RFP – Cash Management a  
Hello team, We are issuing

AB Avery Blake  
RFP – Cash Management a  
Hello team, We are issuing

Yesterday

AB Avery Blake  
Check in to discuss the l... Sun 18:46  
No preview is available.

MO Microsoft Outlook  
Project Meeting (2) Sun 18:22  
Delivery has failed to these recipient...

AB Avery Blake; Microsoft Outlook  
Team Daily Stand Up (3) Sun 18:21  
No preview is available.

Copilot

- Chat
- Reply
- Summarise
- Settings

Draft a reply

Team Daily Stand Up  
09:00 Microsoft Teams Meeti...

Copilot

- Chat
- Reply
- Summarise
- Settings

From: Coverage Team <coverage@email.com>  
To: Priya Nair <priya.nair@atlaslogistics.com>  
Date: 6 January 2026  
Subject: Re: RFP – Cash Management and Treasury Services  
Thanks Priya, we will participate. To tailor our response, could you confirm:

- 1) Average monthly payment volumes per corridor
- 2) ERP system and authentication preference for APIs
- 3) Any constraints on liquidity sweeping across AU/SG

Best, Demo Coverage

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- Favourites
  - Inbox 228
  - Sent Items
  - Drafts 179
- rishona@rishonam...
  - Inbox 228
  - Drafts 179
  - Sent Items
  - Deleted Items 2
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- Other Emails (23)  
Microsoft Power Automate; Microsoft
  - Today
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Check in to discuss the l... Sun 18:46  
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Delivery has failed to these recipient...
    - Avery Blake; Microsoft Outlook  
Team Daily Stand Up (3) Sun 18:21  
No preview is available.

Send To: Avery Blake; +1 other No label [Trash] [Share]

Re: RFP – Cash Management and Treasury Service

Select suggested prompt or write your own

What do you want this email to say? [Arrow]

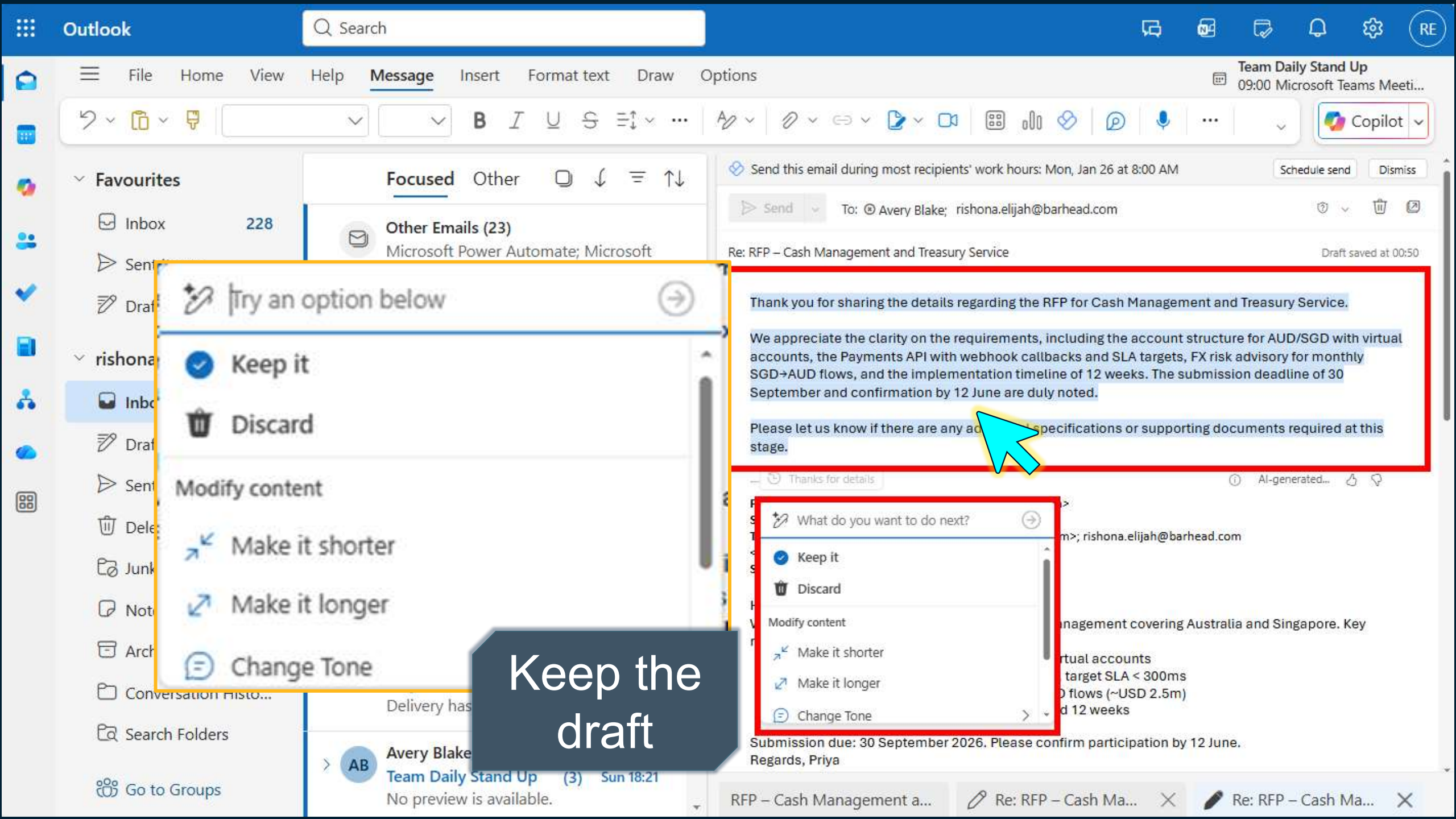
Suggested prompts

- Thanks for details
- Awaiting sample files
- Confirming requirements received
- Short and friendly message
- Request information

Copilot suggested drafts

Thanks for details Awaiting sample files Confirming requirements received

Custom



Keep the draft



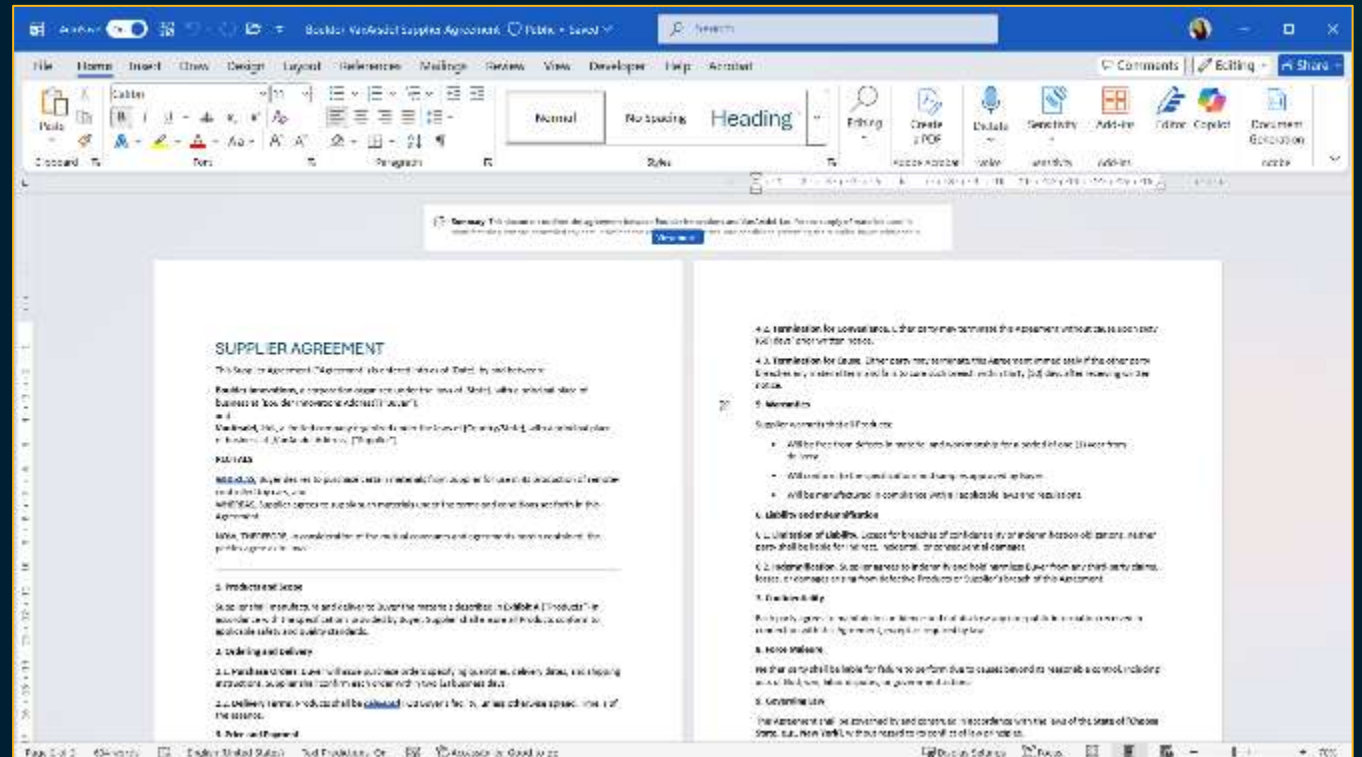
A thin, solid yellow diagonal line pointing from the top-left towards the bottom-right.

# Review a contract

# Review a contract

You are Legal counsel at a growing SMB. The business wants to sign a supplier agreement quickly.

Do a fast first pass: spot the commercial and legal risks, clarify missing information, and draft the response back to the supplier.



Clipboard Paste Calibri B Normal No Spacing Heading Editing Create a PDF Dictate Sensitivity Add-ins Editor Copilot Document Generation Adobe

Open the contract in Word

document outlines the agreement between Boulder Innovations and VanArsdel, Ltd. for the supply of materials used in remote-controlled toy cars. It defines the terms, conditions governing the supplier-buyer relationship. ... [View more](#)

## SUPPLIER AGREEMENT

This Supplier Agreement ("Agreement") is entered into as of [Date], by and between:

**Boulder Innovations**, a corporation organized under the laws of [State], with a principal place of business at [Boulder Innovations Address] ("Buyer");

and

**VanArsdel, Ltd.**, a limited company organized under the laws of [Country/State], with a principal place of business at [VanArsdel Address] ("Supplier").

### RECITALS

WHEREAS, Buyer desires to purchase certain materials from Supplier for use in its production of remote-controlled toy cars; and  
 WHEREAS, Supplier agrees to supply such materials under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

### 1. Products and Scope

Supplier shall manufacture and deliver to Buyer the materials described in **Exhibit A** ("Products") in accordance with the specifications provided by Buyer. Supplier shall ensure all Products conform to applicable safety and quality standards.

### 2. Ordering and Delivery

**2.1. Purchase Orders.** Buyer will issue purchase orders specifying quantities, delivery dates, and shipping instructions. Supplier shall confirm each order within two (2) business days.

**2.2. Delivery Terms.** Products shall be delivered FOB Buyer's facility, unless otherwise agreed. Time is of the essence.

### 3. Price and Payment

**4.2. Termination for Convenience.** Either party may terminate this Agreement without cause upon sixty (60) days' prior written notice.

**4.3. Termination for Cause.** Either party may terminate this Agreement immediately if the other party breaches any material term and fails to cure such breach within thirty (30) days after receiving written notice.



### 5. Warranties

Supplier warrants that all Products:

- Will be free from defects in material and workmanship for a period of one (1) year from delivery.
- Will conform to the specifications and samples approved by Buyer.
- Will be manufactured in compliance with all applicable laws and regulations.

### 6. Liability and Indemnification

**6.1. Limitation of Liability.** Except for breaches of confidentiality or indemnification obligations, neither party shall be liable for indirect, incidental, or consequential damages.

**6.2. Indemnification.** Supplier agrees to indemnify and hold harmless Buyer from any third-party claims, losses, or damages arising from defective Products or Supplier's breach of this Agreement.

### 7. Confidentiality

Each party agrees to maintain in confidence and not disclose any non-public information received in connection with this Agreement, except as required by law.

### 8. Force Majeure

Neither party shall be liable for failure to perform due to causes beyond its reasonable control, including acts of God, war, labor disputes, or government actions.

### 9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the **State of [Choose State, e.g., New York]**, without regard to its conflict of law principles.

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Summary Insights Activity

This document outlines the agreement between Boulder Innovations and VanArsdel, Ltd. for the supply of materials used in manufacturing remote-controlled toy cars. It defines the responsibilities, terms, and conditions governing the supplier-buyer relationship.

- **Products and quality standards:** The supplier will manufacture and deliver materials as specified by the buyer, ensuring all products meet safety and quality standards. [1]
- **Ordering, delivery, and payment:** Buyer issues purchase orders with details; supplier confirms within two business days. Delivery is FOB buyer's facility, and payment is due within 30 days of invoice. Prices are fixed for the agreement term. [2] [3]
- **Agreement duration and termination:** The agreement lasts one year with automatic renewals unless terminated. Either party can terminate for convenience with 60 days' notice or immediately for breach if uncured in 30 days. [4] [5]
- **Warranties, liabilities, and confidentiality:** Supplier warrants products free from defects for one year and compliant with laws. Liability is limited except for confidentiality breaches and indemnification, with mutual confidentiality obligations. Force majeure excuses nonperformance. [6] [7]

Standard [copy icon] [refresh icon]

AI-generated content may be incorrect [thumbs up icon] [thumbs down icon]

## SUPPLIER AGREEMENT

This Supplier Agreement ("Agreement") is entered into as of [Date] by and between:

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Comments Editing Share

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Open Copilot pane



## SUPPLIER AGREEMENT

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and

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### RECITALS

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WHEREAS, Supplier agrees to supply such materials under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

### 1. Products and Scope

Supplier shall manufacture and deliver to Buyer the materials described in **Exhibit A** ("Products") in

Work Web

### Let's connect the dots

Message Copilot

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Make the following text more concise: [text](#)

Proofread for grammar and spelling mistakes: [text](#)

Rewrite this to sound more professional and less verbose: [text](#)

See more

M365 Copilot

Create a checklist of obligations for Buyer and Supplier.  
Cite clause numbers for each item.

Let's connect the dots

## SUPPLIER AGREEMENT

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**RECITALS**  
WHEREAS, Buyer desires to purchase certain materials from Supplier for use in its production of remote-controlled toy cars; and  
WHEREAS, Supplier agrees to supply such materials under the terms and conditions set forth in this Agreement.  
NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

Create a checklist of obligations for Buyer and Supplier.  
Cite clause numbers for each item.

- Make the following text more concise: [text](#)
- Proofread for grammar and spelling mistakes: [text](#)
- Rewrite this to sound more professional and less verbose: [text](#)

**Summary** This document outlines the agreement between Boulder Innovations and VanArsdel, Ltd. for the supply of materials used in manufacturing remote-controlled toy cars. It defines the re... [View more](#)

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## RECITALS

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WHEREAS, Supplier agrees to supply such materials under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

Work Web

### Buyer obligations

- Issue purchase orders specifying quantities, delivery dates and shipping instructions. **(Clause 2.1)** [Boulder-VanArsdel Su...](#)
- Pay all undisputed invoices within Net 30 days from date of invoice. **(Clause 3.2)** [Boulder-VanArsdel Su...](#)
- Provide specifications for Products as described in Exhibit A. **(Clause 1)** (implied through Product specifications) [Boulder-VanArsdel Su...](#)
- Provide written notice for termination for convenience at least 60 days prior. **(Clause 4.2)** [Boulder-VanArsdel Su...](#)
- Provide written notice and reasonable cure period if terminating for cause. **(Clause 4.3)** [Boulder-VanArsdel Su...](#)
- Maintain confidentiality of non public information. **(Clause 7)**

Provide a table format of the checklist

Draft an email to the team with this checklist

Highlight the most critical obligations

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Summary This document outlines the agreement between Boulder Innovations and VanArsdel, Ltd. for the supply of materials used in manufacturing remote-controlled toy cars. It defines the re... View more

# SUPPLIER AGREEMENT

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**Boulder Innovations**, a corporation organized under the laws of [State], with a principal place of

business at [B...]  
and  
**VanArsdel, Lt...**  
of business at

## RECITALS

WHEREAS, Bu...  
controlled toy cars; and  
WHEREAS, Supplier agrees to supply such materials under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

List what is missing, unclear, or risky in this agreement.  
Prioritise: must fix before signing, should fix, nice to have.

Work Web Sources >
Follow notice requirements for amendments, assignment and formal communications. (Clause 10.2-10.4)
If you want, I can also turn this checklist into a table or rewrite it in a style suitable for an email or briefing.
List what is missing, unclear, or risky in this agreement.
Prioritise: must fix before signing, should fix, nice to have.
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**Summary** This document outlines the agreement between Boulder Innovations and VanArsdel, Ltd. for the manufacturing remote-controlled toy cars. It defines the re terms, and conditions governing t

[View more](#)

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Work Web Auto

### Risky termination framework

- **Automatic renewal** could lock the Buyer into unintended renewals if overlooked. (Term) [Boulder-VanArsdel Su...](#)
- **Sixty days' notice for convenience termination** may be too long for operational needs. (Termination for Convenience) [Boulder-VanArsdel Su...](#)
- **Thirty day cure period** may be too generous for critical supply failures. (Termination for Cause) [Boulder-VanArsdel Su...](#)

### Warranty and liability gaps

- **Supplier warranty excludes duration appropriate for safety-critical components** unless one year is acceptable. (Warranties) [Boulder-VanArsdel Su...](#)
- **Liability is limited broadly**, including for supplier-caused operational losses. Buyer may need carve-outs beyond confidentiality and indemnification. (Limitation of Liability) [Boulder-VanArsdel Su...](#)

### Governing law left incomplete

Provide a negotiation brief for the supplier    Draft an email to the supplier outlining these issues

Create a table summarizing the must-fix items

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[View more](#)

## SUPPLIER AGREEMENT

This Supplier Agreement ("Agreement") is entered into as of [Date], by and between:

Draft an email to the supplier requesting changes. Keep it professional, short, and reference clause numbers.

controlled toy cars; and  
 WHEREAS, Supplier agrees to supply such materials under the terms and conditions set forth in this Agreement.  
 NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

Work Web

- Add **definitions section** to avoid ambiguity in recurring terms: Products, business days, defects, laws and regulations.
- **Clarify confidentiality carve-outs**, such as disclosures required by regulators or for professional advisers. (Confidentiality)

Commercial enhancements

- Include **service level expectations**, such as responsiveness, communication protocols or escalation paths.
- Add **KPIs or performance metrics**, particularly for supply reliability and quality.

Draft an email to the supplier requesting changes. Keep it professional, short, and reference clause numbers.

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Work Web

**Copilot**

Here is your draft email, now ready in Outlook for you to review and edit before sending.

**Email subject** Request for revisions to the Supplier Agreement

**Email body** Hi team,

We have reviewed the draft Supplier Agreement and need several changes before we can proceed.

Key items requiring amendment:

- Add the Effective Date and full party addresses (opening section).
- Include Exhibit A (Product specifications) and Exhibit B (Pricing) (clauses 1 and 3.1).
- Update termination provisions to reduce the 60 day convenience notice and shorten the 30 day cure period (clauses 4.2 and 4.3).
- Specify governing law by nominating the applicable jurisdiction (clause 9).
- Strengthen warranties and liability provisions, including broader carve

Message Copilot

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Adobe Acrobat Voice Sensitivity Add-ins Adobe

**Summary** This document outlines the agreement between Boulder Innovations and VanArsdel, Ltd. for the supply of materials used in manufacturing remote-controlled toy cars. It defines the re [View more](#) terms, and conditions governing the supplier-buyer relationship. ...

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Work Web

- Specify governing law by nominating the applicable jurisdiction (clause 9).
- Strengthen warranties and liability provisions, including broader carve outs and clarity on defect coverage (clauses 5 and 6.1).
- Expand the indemnity to include direct losses and IP infringement (clause 6.2).

Please provide an updated version incorporating these changes.

Regards,  
Rishona

You can use this draft as a starting point and make any edits before sending.

Sources >

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Message

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Edit in Outlook

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Styles Attach file Link Signature Record [Insert icons]

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Copilot [Copilot icon]

Inbox [Star icon] [Sort icons]

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**Send** From: rishona.elijah [Icons: Mute, Delete, Reply]

Hi team,

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Key items requiring amendment:

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- Expand the indemnity to include direct losses and IP infringement (clause 6.2).

Please provide an updated version incorporating these changes.

Regards,  
Rishona

Select an item to read [Pencil icon] Request for revisio... [Close icon]



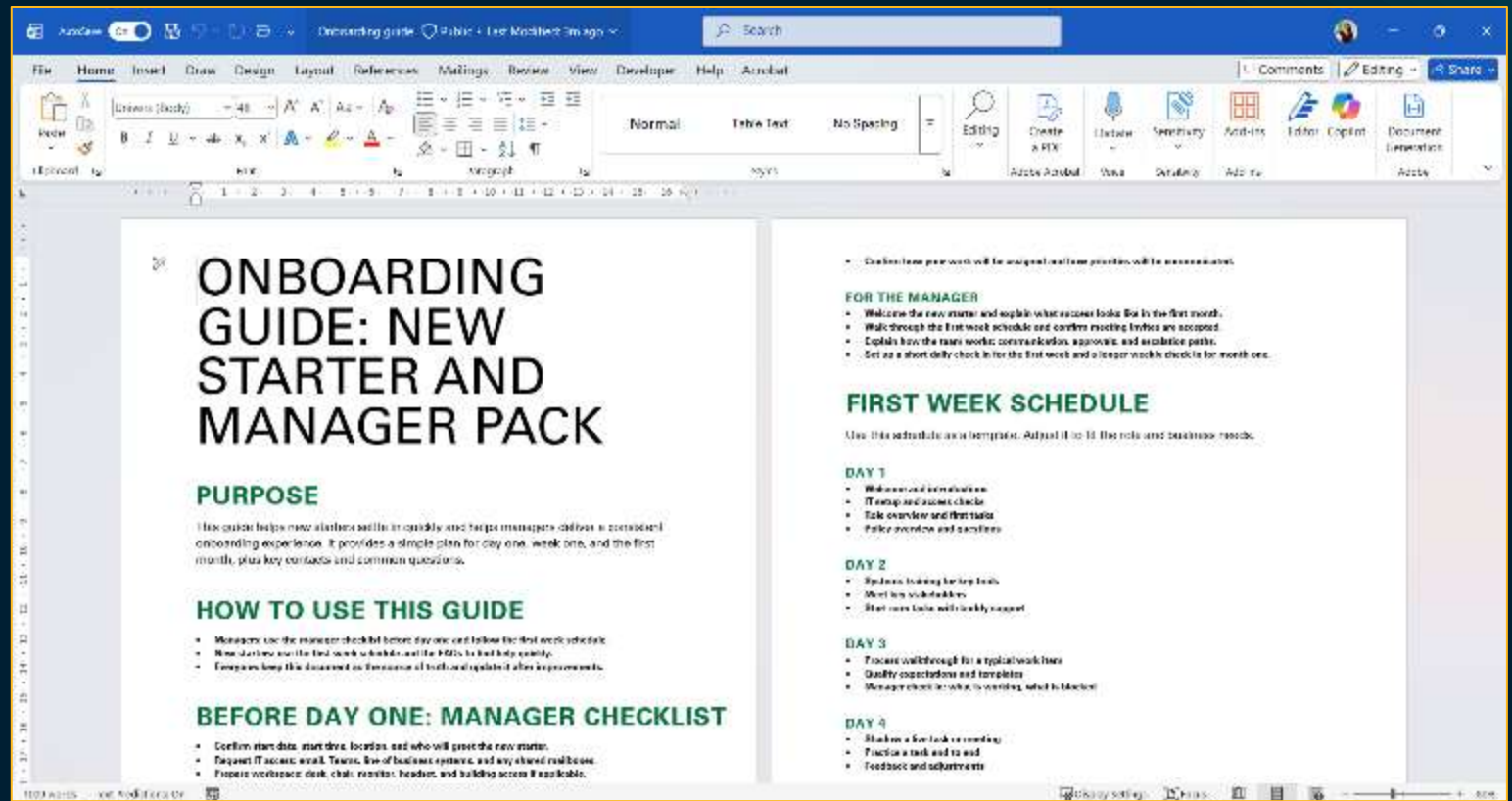
Create an onboarding  
presentation for new starters



# Create an onboarding presentation for new starters

You have a document containing an onboarding guide for new starters.

It is not easy to deliver consistently in it's current format. You want to turn it into a presentation deck.



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1

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- Create a new presentation with file
- Add a slide
- Ask Copilot



Create a new presentation with file

Click to add subtitle






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Create a presentation about / Type to reference a file and describe the presentation you'd like to create


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Files

-  Onboarding guide  
Rishona Elijah modified 10 minutes ago
-  Flexible work policy  
Rishona Elijah modified December 24, 2013
-  HR records and record keeping policy  
Rishona Elijah modified December 24, 2013
-  Adatum Prom...  
Rishona Elijah mod...
-  Adatum Leave...

Attach the current Onboarding Guide document

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Slide 1 of 1 English (Australia)

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Reference files

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Vibrant vectors	Candy lane	Floral forms	Helena
Bubbleform	Monochrome black	Prep rally	Dark gradient

Share

Copilot

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Slide 1 of 1 English (Australia)

### Create a presentation with Copilot

Create a presentation about Onboarding\_guide.docx

Onboarding guid... X


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Reference files

#### Presentation design

**Prismatic polygons** will be used to create your presentation. You can choose another template as well.

Change design



nt in Teams

Share

Copilot

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Create a presentation about Onboarding guide.docx

## Onboarding Guide for New Starters and Managers

### Overview and Purpose of the Onboarding Guide 1

- Purpose and Scope of the Guide
- Instructions for Managers, New Starters, and Add new topic



### Pre-Onboarding: Manager Responsibilities 1

- Manager Checklist Before Day One

### Day One Essentials for New Starters and Managers 1

- Key Actions for New Starters on Day One
- Key Actions for Managers on Day One

### First Week Schedule and Activities 1

- Daily Activities and Focus Areas for Week One

### First Month Plan and Progression 1

- Weekly Milestones and Development Goals

Review the plan

Generate slides

Weekly Milestones and Development Goals

### Key Policies and Workplace Expectations 1

Code of Conduct, Leave, Flexible Work, and Confidentiality

Security, Payroll, Health and Safety, and Communication

### Key Contacts and Escalation Procedures 1

Essential Contacts for Support

Escalation Triggers: When to Seek Help

### Frequently Asked Questions (FAQs) 1


Access, Payroll, Leave, Sickness, Document Storage, and Support Contacts


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#### Image settings

Choose which sources Copilot can use images from:

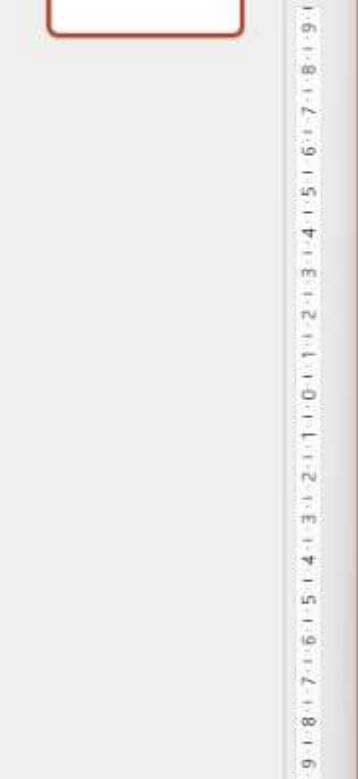
- Images from the Microsoft 365 content library
- Images from your organization's brand library
- Images from both Microsoft 365 and your organization

 **Generate slides**

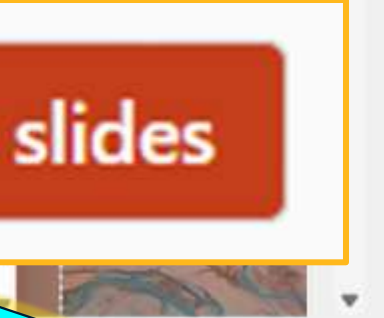
 **Generate slides**



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Share in Teams Copilot



File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Acrobat

Record Present in Teams Share

Paste New Slide with Copilot Slides

Clipboard Slides

B I U S Font

Paragraph

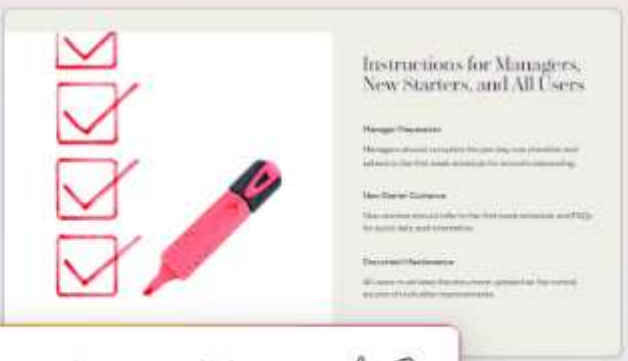
Drawing Editing Create a PDF Dictate Sensitivity Add-ins Design Suggestions Copilot

**SENSITIVITY** Due to content created by Copilot, your organization automatically applied the sensitivity label: Public

Onboarding Guide for New Starters and Managers



Overview and Purpose of the Onboarding Guide



Keep it

AI-generated content may be incorrect

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Acrobat

Record Present in Teams Share

Paste New Slide with Copilot Slides

Font Paragraph

Drawing Editing

Create a PDF Dictate Sensitivity Add-ins

Design Suggestions Copilot

Onboarding Guide for Ne...

1 Onboarding Guide for New Starters and Managers

2 Onboarding Guide Agenda

Overview and Purpose of t...

3 Overview and Purpose of the Onboarding Guide

4 Purpose and Scope of the Guide

5

Essential steps for successful integration and support

# Onboarding Guide for New Starters and Managers

AI-generated content may be incorrect.

Welcome to the onboarding guide designed to assist both new starters and their managers. This presentation will walk you through the purpose, responsibilities, essential activities, policies, and support contacts crucial for a smooth onboarding experience.

Clipboard Slides Font Add-ins Copilot

Gather feedback on the presentation

Onboarding... Overview an... Pre-Onboar... Day One Ess...

Essential s integration

Act as a new starter who is being onboarded using this presentation. Provide feedback on areas that may need further clarification or information provided

What's your story?

Act as a new starter who is being onboarded using this presentation. Provide feedback on areas that may need further clarification or information provided

Brainstorm topic ideas for a presentation on Topic

Create an image of description

Find slides from similar decks used by my team for topic

Onboarding Guide for New Starters and Managers

Essential steps for successful integration and support

Work Web Auto

Act as a new starter who is being onboarded using this presentation. Provide feedback on areas that may need further clarification or information provided

Copilot

Here is clear and constructive feedback written as if I am a new starter going through this onboarding deck. I have **not added citations**, because the feedback is based on experience of reading the slides rather than referencing enterprise data.

If you would like, I can convert this into a slide, a document, or a script to use in a workshop.

Feedback from a new starter reviewing the onboarding presentation

Overall impressions

The presentation is well structured and gives a helpful overview of what to expect in the first day, week, and

Provide more details on the first week schedule

Include examples of common security risks

Add a section on company culture and values

Message Copilot

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15

Essential steps for successful integration and support

# Onboarding Guide for New Starters and Managers

Work Web Auto

## Areas that may need further clarification

### 1. Pre onboarding responsibilities

- It mentions IT setup, access, systems, and workspace equipment, but does not specify:
  - What systems or apps I should expect on day one.
  - Whether remote workers receive equipment by mail, and how early they should expect it.
  - Who to contact if something has not been set up.

### 2. Day one expectations

- The slides outline actions but do not explain:
  - Approximate timing or order of events. For example: Will the manager meeting happen first? Do I begin work immediately after setup?
  - Who helps with technical setup if I get stuck.
  - Whether the forms (tax, superannuation, emergency contact) are digital or require printing.

### 3. First week schedule

- The description is useful, but as a new starter I would want:
  - A sample first week plan showing the kinds of meetings or training to expect

Provide more details on the first week schedule    Include examples of common security risks

Add a section on company culture and values

Message Copilot

+    -

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16

14

15

16

17

18

Key Policies and Workplace Expectations

Professional Conduct

Maintain respect and professionalism in all workplace communications and interactions.

Confidentiality and Information Security

Use approved company systems and store documents securely; do not share sensitive information externally without authorization.

Create a new presentation

Create a new presentation with file

Add a slide

Summarize this presentation

Translate this presentation

Ask Copilot

Add a slide

Improve the presentation with a new slide

Paste New Slide New Slide with Copilot

B I U S AV Drawing Editing Create a PDF Dictate Sensitivity Add-ins Design Suggestions Copilot

Slide thumbnails: Key Policies and Workpl..., Key Contacts and Escala...

Add a slide with Copilot Start typing to search Files EcoSense\_360\_Customer\_Case\_Study VanArsdel\_RFP Onboarding guide Flexible work policy HR records and record keeping policy



Clipboard Slides

Paste New Slide New Slide with Copilot

B I U S AV A Aa A A A

Drawing Editing Create a PDF Dictate Sensitivity Add-ins Design Suggestions Copilot

### Add a slide with Copilot

Add a slide about Flexible work policy.docx

Flexible work pol... X

44 / 800 Reference a file

Start with a prompt

- ...the pros and cons of [topic] from file
- ...key takeaways from file
- ...benefits of a mentorship program

15 Key Policies and Workpl...

16 Key Policies and Workpl...

17 Key Policies and Workpl...

18 Key Contacts and Escala...

19 Key Contacts and Escala...

9 10 11 12 13 14 15 16 17 18 19



A thin, solid orange diagonal line pointing from the top-left towards the bottom-right.

Understand law changes

# Understand law changes

You are a legal counsel.

Employment law changes are creating confusion.

You need to brief management on these changes and map changes to internal HR policies.



Researcher > Recent Australian SMB Employment Law Changes Summary

Research recent Australian employment law changes affecting SMBs in the last 12 months.  
Focus on leave, flexible work, pay conditions, and record keeping.  
Provide a short brief with citations.

Researcher

Got it — you're looking for a short brief on recent Australian employment law changes over the past 12 months that specifically affect small and medium-sized businesses (SMBs), with a focus on:

- Leave entitlements
- Flexible work arrangements
- Pay conditions
- Record keeping



Work

Web

Auto



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Health Day Support Bot

Microsoft 365 Admin

Apps

Rishona Elijah

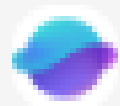


M365 Copilot

Launch Researcher agent in M365 Copilot Chat

Hi, how can I help?

Tools



Researcher

Is a close collaborator



List key points from VanArsdel\_RFP.docx

You recently opened



Diagnose why device/software is not performing as expected an...

See more



New chat

Search

Library

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Agents

Researcher

Analyst

Prompt Coach

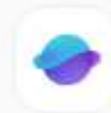
Skills (Frontier)

Microsoft 365 Admin

Learning (Frontier)

Apps

RE Rishona Elijah



# Researcher

What do you want to research today?



Computer use



Sources



Project update

Executive status report on **Project**



Topic report

Update me on **Topic**



Customer brief

Help me prepare for a meeting with **Customer**.



Market analysis

Analyze the market position of **Company**



Meeting prep

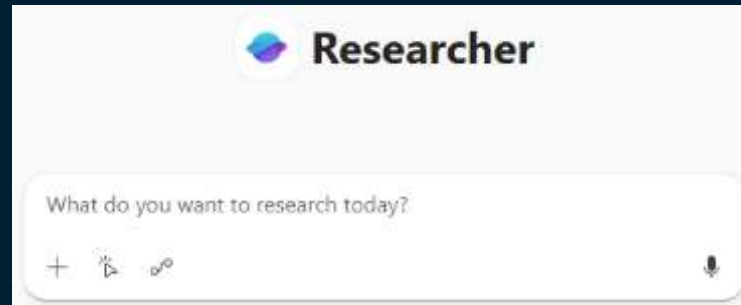
Help me prepare for my meetings next week.



Daily briefing

Show today's updates, tasks, and meetings to help me get started.

# Uses for Researcher



Copilot	Researcher
<ul style="list-style-type: none"><li>• General assistance (writing, coding, productivity)</li></ul>	<ul style="list-style-type: none"><li>• In-depth research, technical investigation</li></ul>
<ul style="list-style-type: none"><li>• Surface-level detailed</li></ul>	<ul style="list-style-type: none"><li>• Deep, multi-source analysis</li></ul>
<ul style="list-style-type: none"><li>• Web search, image generation</li></ul>	<ul style="list-style-type: none"><li>• Specialised tools for academic databases, citation management</li></ul>
<ul style="list-style-type: none"><li>• Conversational, adaptable tone</li></ul>	<ul style="list-style-type: none"><li>• Formal, structured, academic tone</li></ul>
<ul style="list-style-type: none"><li>• Follows user prompts</li></ul>	<ul style="list-style-type: none"><li>• Proactively suggests next steps, identifies gaps</li></ul>
<ul style="list-style-type: none"><li>• May provide general references</li></ul>	<ul style="list-style-type: none"><li>• Provides formal citations</li></ul>
<ul style="list-style-type: none"><li>• Emails, summaries, code help, brainstorming</li></ul>	<ul style="list-style-type: none"><li>• Academic writing, technical reports, policy analysis, scientific reviews</li></ul>



Researcher

Analyst

Prompt Coach

Skills (Frontier)

EcoSense sales assistant

Health Day Support Bot

New agent

All agents

Notebooks

Construction P

Fabrikam Mob

Apps

Rishona Elijah



# Researcher

Research recent Australian employment law changes affecting SMBs in the last 12 months. Focus on leave, flexible work, pay conditions, and record keeping. Provide a short brief with citations.



Computer use



Sources



Research recent Australian employment law changes affecting SMBs in the last 12 months. Focus on leave, flexible work, pay conditions, and record keeping. Provide a short brief with citations.



Customer brief

Help me prepare for a meeting with [Customer](#).



Market analysis

Analyze the market position of [Company](#).



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Researcher

### Evaluating changes...

Show less

-  **Summarizing the details**  
 The chunk highlights the Protecting Worker Entitlements Act (June 2023, effective up to Jan 2024) changes to unpaid parental leave, suggesting specific details might be found by clicking further.
-  **Analyzing leave amendments**  
 I'm piecing together changes to parental leave laws, including "Baby Priya's law" from November 2025 and updates to unpaid parental leave from July 2023.
-  **Evaluating relevance**  
 I'm noting that some adjustments to parental leave and family violence leave are beyond the 12-month relevance, such as the 2023-2026 timelines, and may not be applicable.
-  **Evaluating relevance**



Computer use



Sources



- Researcher
  - Analyst
  - Prompt Coach
  - Skills (Frontier)
  - Microsoft 365 Admin
  - Learning (Frontier)
  - New agent
  - All agents
- Notebooks
- Construction Project for Cli...
  - Fabrikam Mobile Banking ...
  - All notebooks
- Chats
- Recent Australian SMB Employ...
  - Follow-Up Email with Meeting ...
  - Follow-Up Email with Meeting ...
  - VanArsdel RFP Requirements a...
  - Pricing Estimate for 200-Room ...
  - Review the attached CSV: explai...
  - Review the attached CSV: explai...
  - Project Milestones and Timelin...
  - Supplier Agreement Compariso...
  - Top Social Media Trends for Fit...
  - Daily Briefing: Emails, Meetings...
  - Daily Briefing: Emails, Meetings...
  - Meeting Preparation for Mobile...
  - Schedule 30-Minute Check-In ...
  - Schedule Morning Check-In on ...
- Apps
- Rishona Elijah

# Recent Australian Employment Law Changes (Federal) – Impact on SMBs (Last 12 Months)

In the past year, Australia's federal workplace laws have undergone significant updates affecting small and medium-sized businesses (SMBs). Key changes cover leave entitlements, flexible work arrangements, pay conditions, and record-keeping obligations. Below is a concise summary of these reforms, with references to legislation and authoritative sources for each area:

<p><b>Leave Entitlements</b></p> <p>Extended paid parental leave (now 24 weeks) and new protections for stillbirth cases.</p>	<p><b>Flexible Work</b></p> <p>"Right to disconnect" now covers all employers; casuals get a new pathway to permanency.</p>
<p><b>Pay Conditions</b></p> <p>Wage underpayment (wage "theft") criminalised; equal pay enforced for labour hire workers.</p>	<p><b>Record-Keeping</b></p> <p>Tighter payslip requirements and stiffer penalties for non-compliance by employers.</p>

## 1. Leave Entitlements

- Paid Parental Leave (PPL) Expansion:** The federal government-funded PPL scheme was extended to 24 weeks (up from 18 weeks) for births or adoptions on or after 1 July 2025. In addition, a new law provides that superannuation contributions (12%) are now paid on PPL – the Government will contribute superannuation on these parental leave payments for children born from 1 July 2025, to help close the retirement savings gap for women. (This super on PPL reform was enacted via the *Paid Parental Leave Amendment (Adding Superannuation for a More Secure Retirement) Act 2024*, effective 1 July 2025.) Employers should update leave policies to reflect the longer paid leave and the fact that super is added to PPL. [proprietor](#) [employment services](#)
- "Baby Priya's Law" – Stillbirth Leave Protections:** In November 2025, Parliament passed the *Fair Work Amendment (Baby Priya's Law) Act 2025* ("Baby Priya's Law"). [Department of Fair Work](#) [Act to improve them](#)

Summarise the key compliance actions for SMBs | Highlight the most urgent changes to implement now

+ Computer use Sources

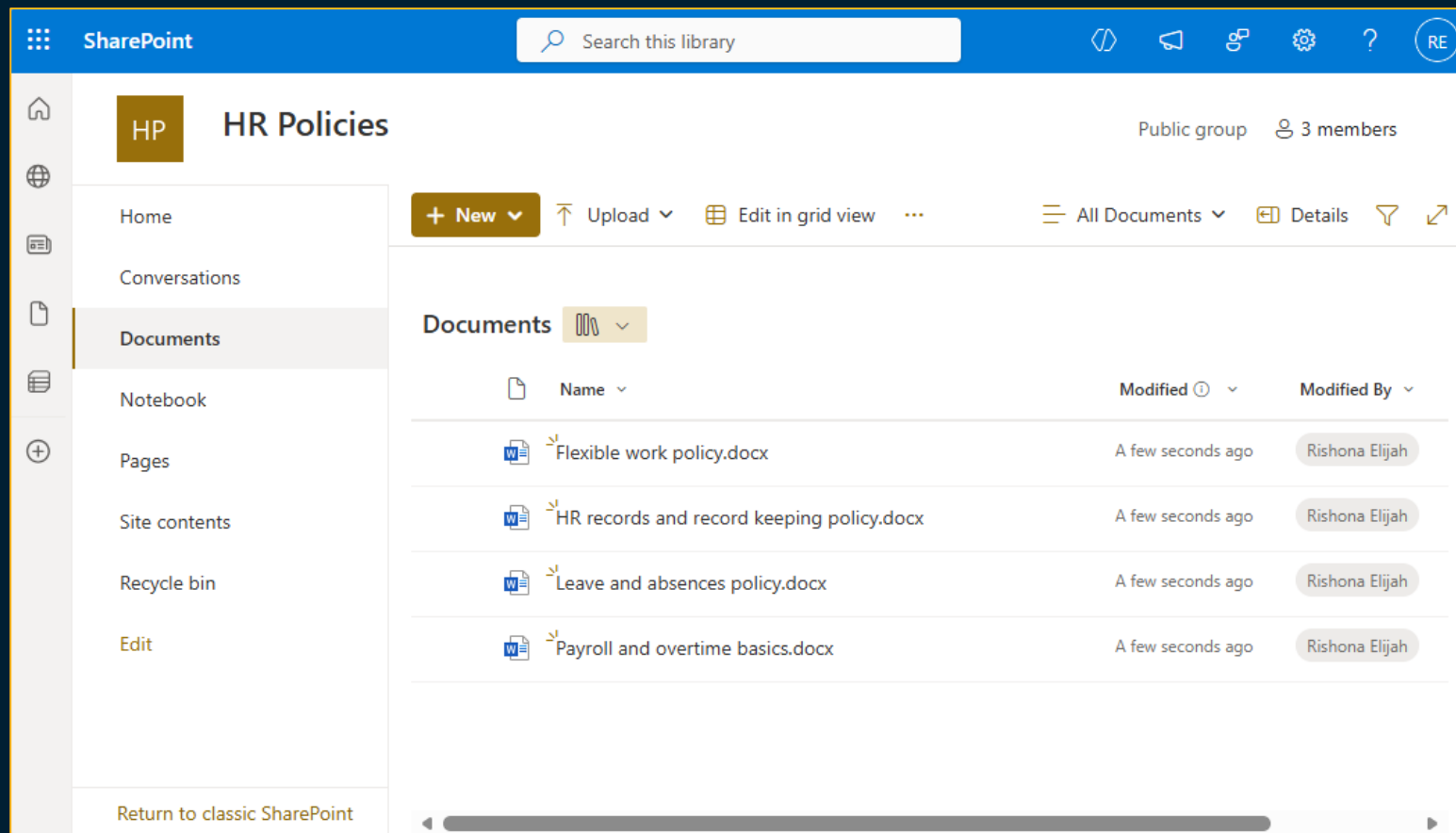
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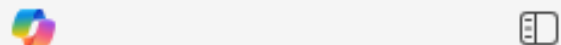
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Map law changes to your policies

# Map law changes to your policies

You have HR policy documents stored in SharePoint.  
Use **Researcher** to map it's findings to your policies





E3 EcoSense sales assistant

Health Day Support Bot

New agent

All agents

Notebooks

Construction Project for Clie...

Fabrikam Mobile Banking Ap...

All notebooks

Chats

Recent Australian SMB Employ...

Follow-Up Email with Meeting D

Apps

RE Rishona Elijah

M365 Copilot

Researcher > Recent Australian SMB Employment Law Changes Summary



records, aligning workplace practices with the latest Australian employment laws. fairwork +1

winterconsulting +1 fairwork +1

All People Files Meetings Emails Chats Sites Other

HR records and record keeping policy  
Created 7 minutes ago

HP HR Policies  
<https://rishonamvp.sharepoint.com/sites/HRPolicies>



Attach  
SharePoint site  
in your prompt

Using the policies found in /HR PO|

+ Computer use Sources



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Researcher > Recent Australian SMB Employment Law Changes Summary



changes, government and law firm summaries of the Closing Loopholes reforms, and other authoritative commentary as cited throughout. Each citation corresponds to the source of the law or explanation for verification. These changes ensure that SMB employers provide **fair entitlements, promote work-life balance, pay correct wages, and maintain proper records**, aligning workplace practices with the latest Australian employment laws.

winterconsulting +1

fairwork +1



HR Policies



Using the policies found in HR Policies, list what needs updating and why. Present your output as a table with the columns: policy, section, change needed, priority. Cite sources for each change.



Computer use



Sources



- New chat
- Search
- Library
- Create
- Frontier

- Agents
- Researcher
  - Analyst
  - Prompt Coach
  - Skills (Frontier)
  - Microsoft 365 Admin
  - Learning (Frontier)
  - New agent
  - All agents

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  - Fabrikam Mobile Banking A...
  - All notebooks

Chats

Recent Australian SMB Employ...

Using Workforce Insights for Pla...

Enforce the Email with Microsoft D

Apps

Rishona Elijah

Researcher

**Finalizing pay policy updates...**  
 Considering adding a "Compliance" section to the payroll document, explicitly covering minimum wage, penalty rates, and wage...

Policy	Section	Change Needed	Priority
Leave and absences policy	Parental leave	Update to reflect new entitlements. Government Paid Parental Leave has been extended to <b>24 weeks</b> (from 18 weeks) for births or adoptions from 1 July 2025 <small>beswicklynch</small> . Also add that any employer-paid parental leave <b>cannot be cancelled due to stillbirth or infant death</b> , in line with "Baby Priya's law" (Fair Work Amendment 2025) <small>hcamag +1</small> .	High
Flexible work policy	After-hours contact (Right to Disconnect)	Add a section on the "right to disconnect"	High

Draft updated policy text for each section

Summarise the legal risks if policies aren't updated

+ Computer use Sources

# Create an infographic summarising results

must now include the amount of any deduction and the name (or name and number) of the account the deduction is paid into *fairwork* (as required from Dec 2023). Reinforce that complete and accurate employment records must be kept (at least for the minimum retention period), since penalties for record-keeping breaches have increased under Fair Work laws *fairwork +1*.

Sources    >

Convert to

-  Word
-  PowerPoint
-  PDF
-  **Infographic**



+  Computer use  Sources

name (or name number) of the deduction into fairwork (a from Dec 202 Reinforce that and accurate employment must be kept for the minimum retention penalties for keeping break increased und Work laws fair

Sources >

Convert to

Word PowerPoint PDF Infographic

+ >

Researcher

+

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# Workplace Policy Compliance Updates

Preview

## Workplace Policy Compliance

### Key Legislative Updates & Required Policy Changes

A concise summary of critical Fair Work amendments and required HR policy updates.

#### Key Takeaways

- **Parental Leave:** Extended to 24 weeks from 1 July 2025.
- **Right to Disconnect:** Employees can refuse after-hours contact from 26 Aug 2025.
- **Casual Conversion:** Eligible casuals can request permanent roles after 12 months.
- **Wage Compliance:** Underpayment is a criminal offence from 1 Jan 2025.
- **Pay Slip Rules:** New deduction details required from Dec 2023.

#### Timeline of Key Changes

- **Dec 2023**  
New pay slip requirements: include deduction amount and account details.
- **1 Jan 2025**  
Intentional wage underpayment becomes a criminal offence.
- **1 July 2025**  
Paid Parental Leave extended to 24 weeks.
- **26 Aug 2025**  
Right to Disconnect and Casual Conversion rights take effect.

#### Flow: Casual Conversion Process

- 12+ months of continuous service
- Employee submits conversion request
- Employer assesses eligibility
- Decision must be provided in writing
- Refusals require valid business grounds

#### Policy Updates Required

- **Leave & Absences:** Update parental leave for 24 weeks & Baby Priya's Law.
- **Flexible Work:** Add Right to Disconnect & Casual Conversion process.
- **Payroll:** Emphasize wage compliance and criminal penalties.

# Share your findings with HR

name (or name number) of the deduction into fairwork (a from Dec 202 Reinforce that and accurate employment must be kept for the minimum retention period penalties for keeping break increased under Work laws fair

Sources    >

Convert to



Word



PowerPoint



PDF



Infographic



 Researcher



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Preview   ...

# Workplace Policy Compliance

## Key Legislative Updates

A concise summary of critical

### Key Takeaways

- **Parental Leave:** Extended to 24 weeks from 1 July 2025.
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#### 1 Jan 2025

Intentional wage underpayment becomes a criminal offence.

#### 1 July 2025

Paid Parental Leave extended to 24 weeks.

#### 26 Aug 2025

Right to Disconnect and Casual Conversion rights take effect.

 Page link

Access to this page only

 Copy component

Embed and provide access to this page in supported Microsoft 365 apps



Page link

Access to this page only



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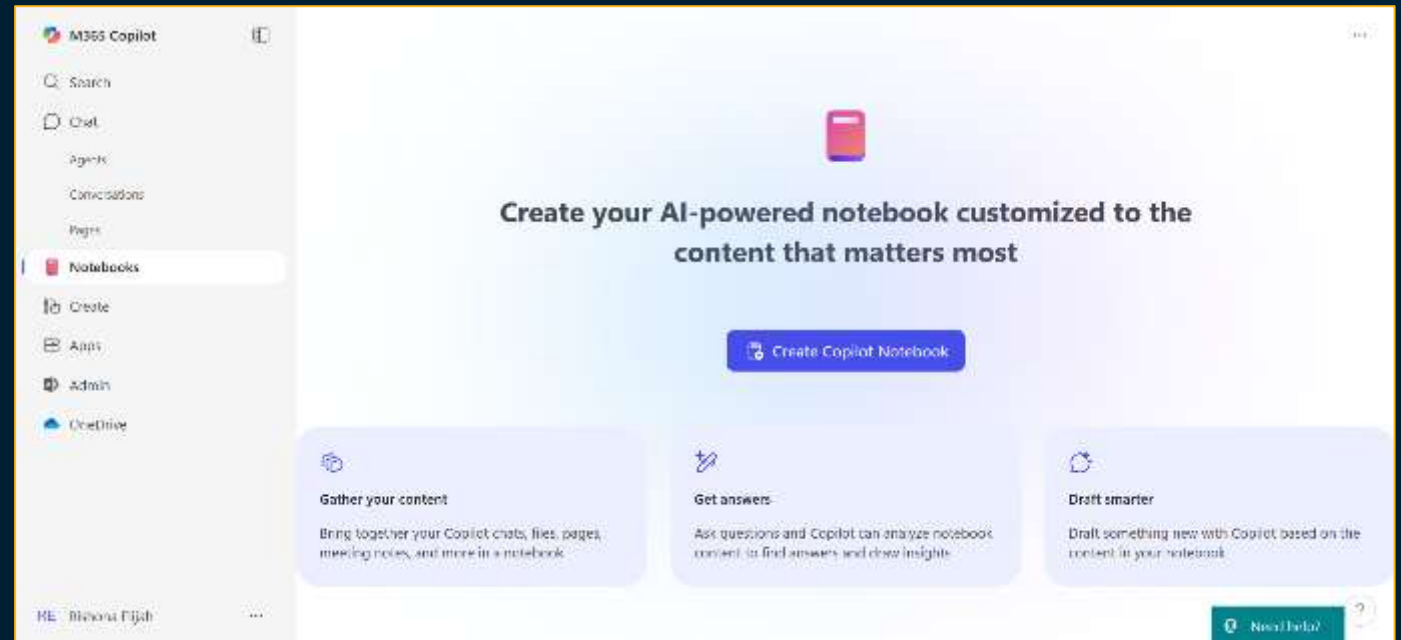
Embed and provide access to this page in supported Microsoft 365 apps

A thin, solid yellow diagonal line that starts from the left edge and points towards the top right, ending just above the first line of the title.

# Manage initiatives with Notebooks

## AI workspace that grounds Copilot answers in your selected files

- **Job vacancy**  
Job description, requirements, resumes
- **Current project or client**  
Meeting transcripts, contracts, notes
- **Team offsite**  
Agenda, logistics, attendee list
- **Customer issue**  
Support tickets, emails, resolution steps
- **Stakeholder presentation**  
Slides, talking points, Q&A prep



You have multiple files relating to a project.

**Hospital Construction Compliance Checklist**

Purpose: Track key compliance requirements. This checklist is synthetic demo data.

ID	Phase	Area
C-001	Planning	Planning Approval
C-002	Planning	Electromagnetic Interference
C-003	Design	Fire Safety
C-004	Design	Accessibility

**Construction Stakeholder Meeting Transcript**

**Summary** The document is a project meeting update discussing the progress of early works, including completed surveys and submission of a development application. Access granted for public use. [View more](#)

Emma: Thanks everyone for joining. I wanted to start by checking how we're tracking on the early works.

Liam: We're on schedule so far. Surveys wrapped up last week, and the development application went in on Monday.

Raj: From the contractor side, we're finding a few issues, but we'll need clarity on site.

Sophie: Just a reminder, any changes to the early works could impact the timeline for the near misses on other projects when we start.

Grace: I'd also like to flag the clinical team's concerns about the outpatient clinics running next door.

Emma: Good point, Grace. Liam, can we discuss that?

Liam: We can explore that, but it might impact the early works.

Raj: It's doable, but we'll need to check the timeline.

Sophie: While we're on it, just centralizing the reporting would be helpful. I want weekly reports.

**New Wing Project Plan**

ID	Task	Owner	Phase	Start	Finish	Duration (days)	Predecessors	Milestones
I-001	Project initiation & governance established	PMO	Planning	2025-08-18	2025-08-22	30		FALSE
T-002	Site due diligence & surveys complete	Project Manager	Planning	2025-08-23	2025-09-08	15	T-001	FALSE
T-003	Development Application (DA) submitted	Project Manager	Planning	2025-09-08	2025-09-08	0	T-002	TRUE
I-004	Schematic design freeze	Design Lead	Design	2025-09-22	2025-10-01	21	I-003	TRUE
T-005	Design development & coordination	Design Team	Design	2025-10-14	2025-11-11	35	T-004	FALSE
T-006	Procurement strategy approved	Commercial Lead	Procurement	2025-11-11	2025-11-27	14	T-005	TRUE
T-007	Early works package awarded	Commercial Lead	Procurement	2025-11-20	2025-12-11	25	T-006	TRUE
T-008	Main works contract award	Commercial Lead	Procurement	2026-01-05	2026-01-05	0	T-007, T-006	TRUE
I-009	Structure & envelope complete	Construction Manager	Construction	2026-01-06	2026-05-06	119	I-008	TRUE
T-010	Services rough-in & fitout complete	Construction Manager	Construction	2026-03-06	2026-06-22	110	T-009	FALSE
T-011	Commissioning & certifications	Commissioning Agent	Commissioning	2026-06-25	2026-08-11	46	T-010	FALSE
I-012	Clinical equipment install & ICT integration	Clinical Engineering	Commissioning	2026-07-14	2026-08-22	40	I-010	FALSE
T-013	Occupancy certificate received	Project Manager	Handover	2026-08-24	2026-08-24	0	T-011	TRUE
T-014	Operational readiness & training	Change Lead	Handover	2026-08-13	2026-09-27	46	T-011, T-012	FALSE
I-015	Go-live (open new wing)	Executive Sponsor	Handover	2026-09-23	2026-09-23	0	I-013, I-014	TRUE



Work

Web

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Notebooks

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Horizon Energy Cont

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Chats

Supplier Agreement Comparis

Top Social Media Trends for Fit

Daily Briefing: Emails, Meetings, ...

Daily Briefing: Emails, Meetings, ...

Apps

Rishona Elijah

M365 Copilot

# Hi there, try asking, 'what can you do?'

Open  
**Notebooks in  
Copilot Chat**

All notebooks

MA

What's the latest from **Microsoft Power Apps**, organised by...

Is a close collaborator

?

Who is currently led by **person**?

See more



Analyst



Prompt Coach



Skills (Frontier)



Microsoft 365 Admin



Learning (Frontier)



New agent



All agents

Notebooks



Fabrikam Mobile Banking App...



Horizon Energy Contract



All notebooks



Supplier Agreement Comparison ...



Apps



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## Your notebooks

All

Favourites

Shared with you

## All notebooks



New notebook



Fabrikam Mobile Banking App Strategic Report 2025

Yesterday



Horizon Energy Contract

Yesterday



Performance Review

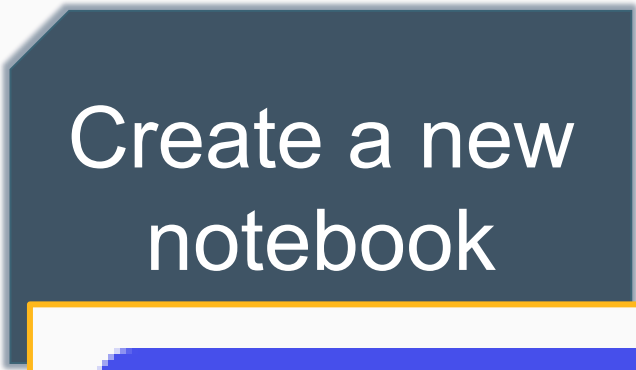
Yesterday



Financial Wellness App

Yesterday

## Tips



Analyst  
Prompt Coach  
Skills (Frontier)  
Microsoft 365 Admin  
Learning (Frontier)  
New agent  
All agents

Notebooks

- Fabrikam Mobile Banking Ap...
- Horizon Energy Contract
- All notebooks

Chats

- Supplier Agreement Comparison ...
- Top Social Media Trends for Fitne...
- Daily Briefing: Emails, Meetings, ...
- Daily Briefing: Emails, Meetings, ...
- Apps
- Rishona Elijah

M365 Copilot

## Your notebooks

All Favourites

## All notebooks

- + New notebook
- Fabrikam Mobile Banking Ap...
- Horizon Energy Contract
- Performance Review
- Financial Wellbeing

## Tips



Gather your content

Get answers

Start creating

New notebook

Construction Project for Client X

### Add references

Files

Construction

- Construction Sector Litigation Trends and Insights  
Opened by you November 6th, 2025
- Hospital Construction Compliance Checklist  
Opened by you November 27th, 2025
- Construction Sector Litigation  
Created November 6th, 2025
- Hospital Construction Project  
Opened by you August 14th, 2025

Add files and websites to the notebook

Selected references: Hospital Constru... Hospital Constru...

Create

Cancel





Analyst

Prompt Coach

Skills (Frontier)

Microsoft 365 Admin

Learning (Frontier)

New agent

All agents

Notebooks

Fabrikam Mobile Banking Ap...

Horizon Energy Contract

All notebooks

Chats

Supplier Agreement Comparison ...

Apps

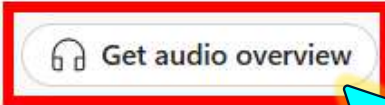
Rishona Elijah

M365 Copilot

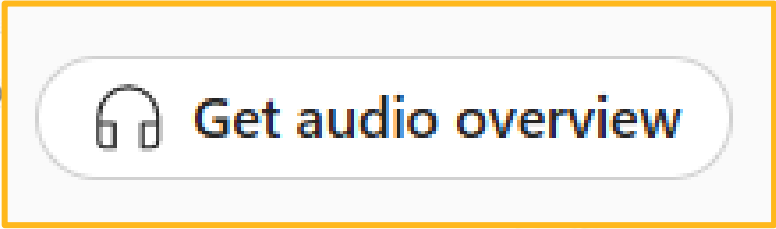


# Construction Project for Client X

Add Copilot instructions Tell Copilot how to respond in this notebook.



Ask Copilot about your references or another topic for this notebook



References

Chats



+ New page



Hospital Construction Project

Just now





Learning Assistant

New agent

All agents

Notebooks

Fabrikam Mobile Banking Ap...

Horizon Energy Contract

All notebooks

Chats



Supplier Agreement Comparison ...

Top Social Media Trends for Fitne...

Daily Briefing: Emails, Meetings, A...

Apps

Rishona Elijah



M365 Copilot ⓘ



# Construction Project for Client X

Play audio

[Add Copilot instructions](#) Tell Copilot how to respond in this notebook.

Ask Copilot about your references or another topic for this notebook.



Researcher



Construction Project for Client X

00:00 / 05:18



1x

15



15



AI-generated content may be incorrect

Save to OneDrive

References

Chats

All

Word

Excel





# Construction Project for Client X

Play audio

[Add Copilot instructions](#) Tell Copilot how to respond in this notebook.

From the uploaded files, extract all milestones, deadlines, and current status updates. Create a timeline grouped by phase (Planning, Design, Procurement, Construction, Commissioning, Handover).

+ Researcher



Chat about  
your files

References Chats

All

Word

Excel

+ New page



Hospital Construction Project

3m ago





New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Health Day Support Bot

Microsoft 365 Admin

New agent

All agents

Notebooks

Fabrikam Mobile Banking Ap...

Apps

Rishona Elijah

Access past notebook chats



## Construction Project for Client X

Get audio overview

Add Copilot instructions Tell Copilot how to respond in this notebook.

References **Chats**

Project Milestones and Timeline by Phase

References Chats



Project Milestones and Timeline by Phase

Just now



- New chat
- Search
- Library
- Create
- Frontier
- Agents
  - Researcher
  - Analyst
  - Prompt Coach
  - Skills (Frontier)
  - Health Day Support Bot
  - Microsoft 365 Admin
  - New agent
  - All agents
- Notebooks
  - Fabrikam Mobile Banking Ap...
  - Apps
  - Rishona Elijah

< Your notebooks



Share notebook with team

### Construction Project for Client X

Construction Project for Client X

AB Avery Blake ×

Invite members with name or email Invite

All notebook content and links are shared. Chats and audio overviews stay private. [Learn more](#)

People (1)

RE Rishona Elijah	Owner
-------------------	-------



Project Milestones and Timeline by Phase

A thin orange diagonal line pointing downwards and to the right.

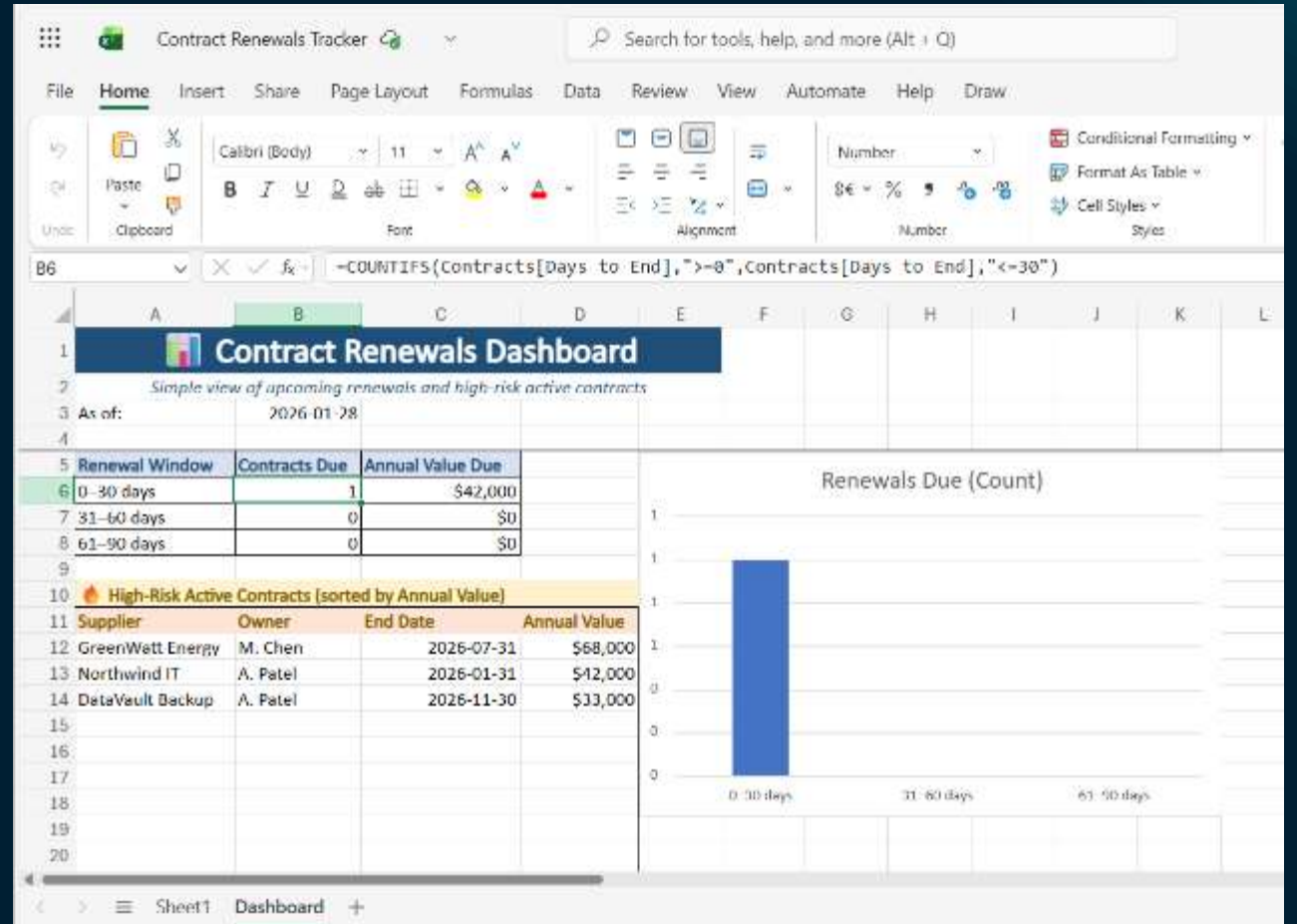
Create a contract renewals tracker

A background of a teal-colored network or molecular structure with glowing nodes and connecting lines, set against a dark blue gradient.

# Create a contract renewals tracker

You need a simple way to manage supplier contract renewals and notice periods.

You decide to use Excel to build a tracker tool and dashboard.



Clipboard Font Alignment Number Styles Cells Editing Add-ins

Calibri (Body) 11

General

Conditional Formatting

Format As Table

Cell Styles

Insert

Delete

Format

Σ

Q

Add-ins

Copilot

Chat

App Store

J3


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
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16															

Open a blank Excel and open Copilot pane

Copilot



Chat


	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
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10										
11										
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14										
15										
16										


 **Agent mode (Frontier)**  
Allow direct edits to your workbook

Need insights? Just ask

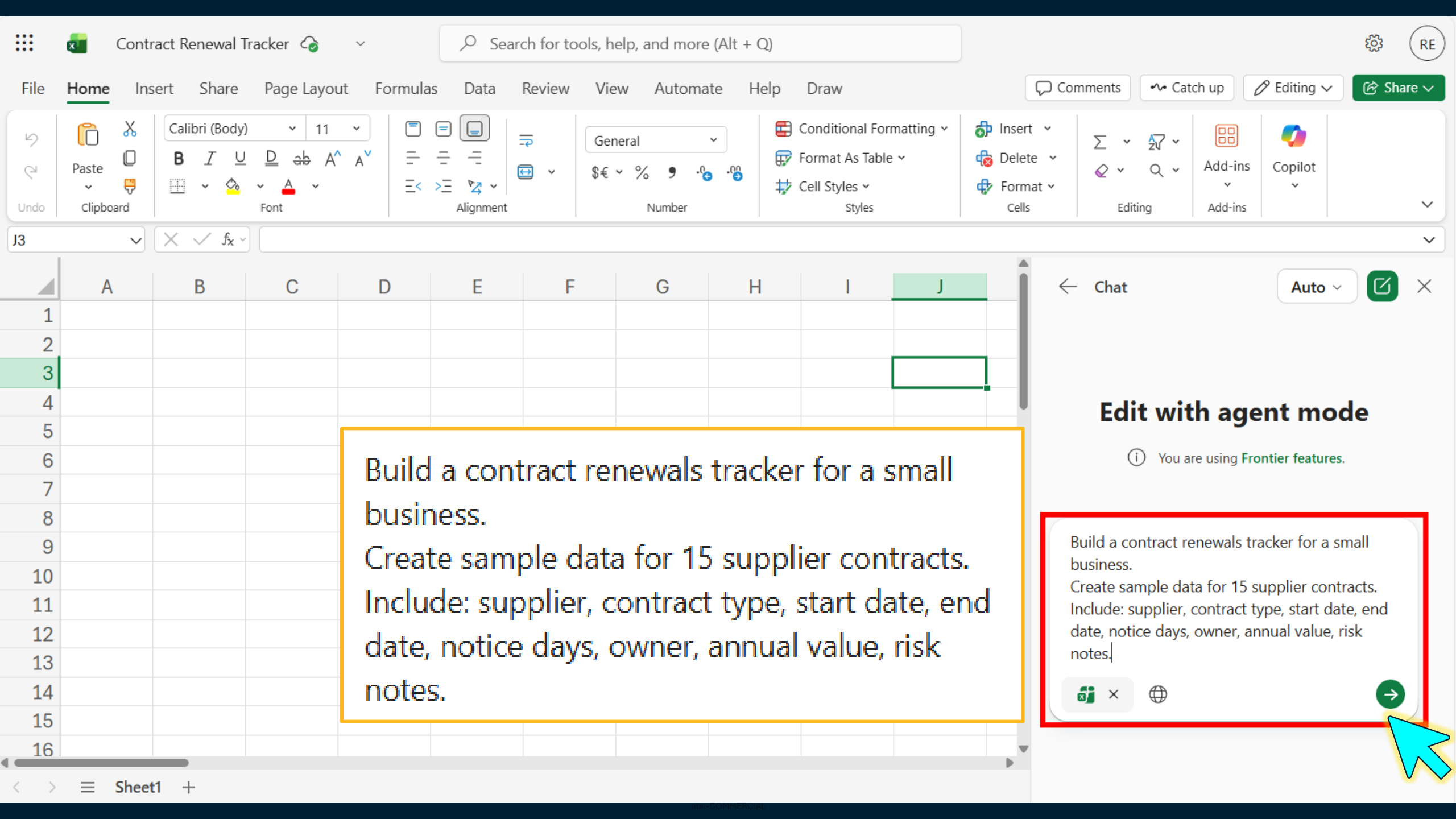
Message Copilot

+  

 **Agent mode (Frontier)**  
Allow direct edits to your workbook

 **Designer**  
Create images from a description

Tell me best practices for this workbook regarding **data cleansing**



Build a contract renewals tracker for a small business.  
Create sample data for 15 supplier contracts.  
Include: supplier, contract type, start date, end date, notice days, owner, annual value, risk notes.

Chat Auto

### Edit with agent mode

You are using Frontier features.

Build a contract renewals tracker for a small business.  
Create sample data for 15 supplier contracts.  
Include: supplier, contract type, start date, end date, notice days, owner, annual value, risk notes.

Microsoft Excel icon X Globe icon Green arrow button



Contract Renewals Tracker

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Comments Catch up Editing Share

Undo Paste Clipboard Font Alignment Number Conditional Formatting Insert Delete Format Sort & Find & Filter Select Add-ins Copilot

J11 =[@[End Date]]-TODAY()

	F	G	H	I	J	
1	Contract Renewals Tracker					
2						
3	Owner	Annual Value	Risk Notes	Notice Date	Days to End	Status
11	J. Rivera	\$52,000	Peak season capacity constraints; negotiate guaranteed volume.	2025-02-28	-288	Expired
12	M. Chen	\$68,000	Market volatility; consider fixed-rate extension.	2026-06-01	185	Active
13	S. Johnson	\$36,000	Incident response time needs improvement; audit logs quarterly.	2025-07-02	-149	Expired
14	D. Williams	\$15,000	Usage declining; right-size contract and remove minimums.	2025-01-29	-333	Expired
15	K. Nguyen	\$8,000	Low notice period; ensure backup vendor identified.	2025-04-16	-272	Expired
16	A. Patel	\$33,000	High criticality; test restores	2026-09-01	307	Active

Chat

- Contract type
- Start Date
- End Date
- Notice Days
- Owner
- Annual Value
- Risk Notes

**Bonus (to make it actually useful day-to-day):** I also added helpful renewal management columns:

- Notice Date (auto-calculated)
- Days to End (auto-calculated vs. today)
- Status (Active / Due Soon / In Notice Window / Expired)

**Visual alerts included:** "Days to End" is conditionally highlighted so items nearing renewal pop immediately.

Describe what you'd like to create or edit

AI-generated content may be incorrect

Workbook Statistics

100%

Microsoft Word ribbon: Font (Calibri, 11), Alignment, Number, Styles (Conditional Formatting, Format As Table, Cell Styles), Cells (Insert, Delete, Format), Editing (Sum, Find, Add-ins), Copilot.

Formula bar: I11 =[@[End Date]]-[@[Notice Days]]

Contract Renewals Tracker										
Track supplier contract dates, notice periods, owners, value, and renewal risk.										
Supplier	Contract Type	Start Date	End Date	Notice Days	Owner	Annual Value	Risk Notes	Notice Date	Days to End	Status
RapidShip Logistics	Shipping & Fulfillment	2024-04-15	2025-04-14	45	J. Rivera	\$52,000	Peak season capacity constraints; negotiate guaranteed volume.	2025-02-28	-288	Expired
GreenWatt Energy	Utilities - Electricity	2024-08-01	2026-07-31	60	M. Chen	\$68,000	Market volatility; consider fixed-rate extension.	2026-06-01	185	Active
SecureLock Security	Facilities - Security	2024-09-01	2025-08-31	60	S. Johnson	\$36,000	Incident response time needs improvement; audit logs quarterly.	2025-07-02	-149	Expired
PrintPro Solutions	Printing Services	2023-03-01	2025-02-28	30	D. Williams	\$15,000	Usage declining; right-size contract and remove minimums.	2025-01-29	-333	Expired
FreshBrew Catering	Catering	2024-05-01	2025-04-30	14	K. Nguyen	\$8,000	Low notice period; ensure backup vendor identified.	2025-04-16	-272	Expired
DataVault Backup	Data Backup & DR	2024-12-01	2026-11-30	90	A. Patel	\$33,000	High criticality; test restores	2026-09-01	307	Active

Contract Renewals Tracker

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Comments Catch up Editing Share

Undo Paste Clipboard Font Alignment Number Styles Cells Editing Add-ins Copilot

Formula bar: I11 =[@[End Date]]-[@[Notice Days]]

Contract Renewals Tracker								
Track supplier contract dates, notice periods, owners, value, and renewal risk.								
Supplier	Contract Type	Start Date	End Date	Notice Days	Owner	Annual Value	Risk Notes	
RapidShip Logistics	Shipping & Fulfillment	2024-04-15	2025-04-14	45	J. Rivera	\$52,000	Peak season c negotiate gua	
GreenWatt Energy								
SecureLock Securit								
PrintPro Solutions	Printing Services	2023-03-01	2025-02-28	30	D. Williams	\$15,000	Usage declinr contract and r	
FreshBrew Catering	Catering	2024-05-01	2025-04-30	14	K. Nguyen	\$8,000	Low notice pe backup vendo	
DataVault Backup	Data Backup & DR	2024-12-01	2026-11-30	90	A. Patel	\$33,000	High criticality	

Create a dashboard sheet. Show renewals in 30, 60, 90 days and a list of high risk contracts. Add one chart and keep it simple.

Chat

Auto

### Edit with agent mode

You are using Frontier features.

Create a dashboard sheet. Show renewals in 30, 60, 90 days and a list of high risk contracts. Add one chart and keep it simple.

✕ 🌐 →



Clipboard Font Alignment Number Styles Cells Editing Add-ins Copilot

111 =[@[End Date]]-[@[Notice Days]]

Contract Renewals Tracker									
owners, value, and renewal risk.									
	Start Date	End Date	Notice Days	Owner	Annual Value	Risk Notes	Notice Date	Da	
11	2024-04-15	2025-04-14	45	J. Rivera	\$52,000	Peak season capacity constraints; negotiate guaranteed volume.	2025-02-28	-2	
12	2024-08-01	2026-07-31	60	M. Chen	\$68,000	Market volatility; consider fixed-rate extension.	2026-06-01	18	
13	2024-09-01	2025-08-31	60	S. Johnson	\$36,000	Incident response time needs improvement; audit logs quarterly.	2025-07-02	-1	
14	2023-03-01	2025-02-28	30	D. Williams	\$15,000	Usage declining; right-size contract and remove minimums.	2025-01-29	-3	
15	2024-05-01	2025-04-30	14	K. Nguyen	\$8,000	Low notice period; ensure backup vendor identified.	2025-04-16	-2	
16	2024-12-01	2026-11-30	90	A. Patel	\$33,000	High criticality; test restores semi-annually.	2026-09-01	30	

Chat Auto

Create a dashboard sheet. Show renewals in 30, 60, 90 days and a list of high risk contracts. Add one chart and keep it simple.

Copilot

Reasoned in 8 steps >

**Dashboard created!**

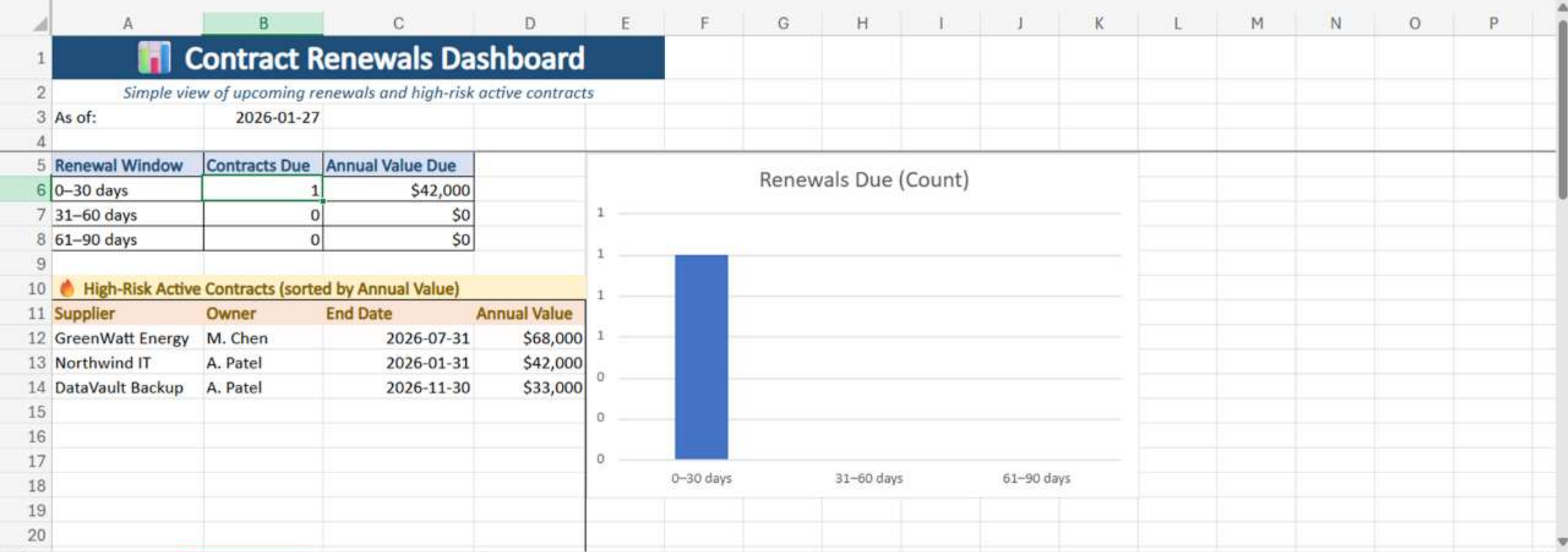
I added a new "Dashboard" sheet that shows:

- Renewals due in 0-30, 31-60, and 61-90 days (with count + total annual value)
- A High-Risk Active Contracts list (sorted by Annual Value, only non-expired)

Describe what you'd like to create or edit

Clipboard Font Alignment Number Styles Cells Editing Add-ins Copilot

B6 =COUNTIFS(Contracts[Days to End], ">=0", Contracts[Days to End], "<=30")

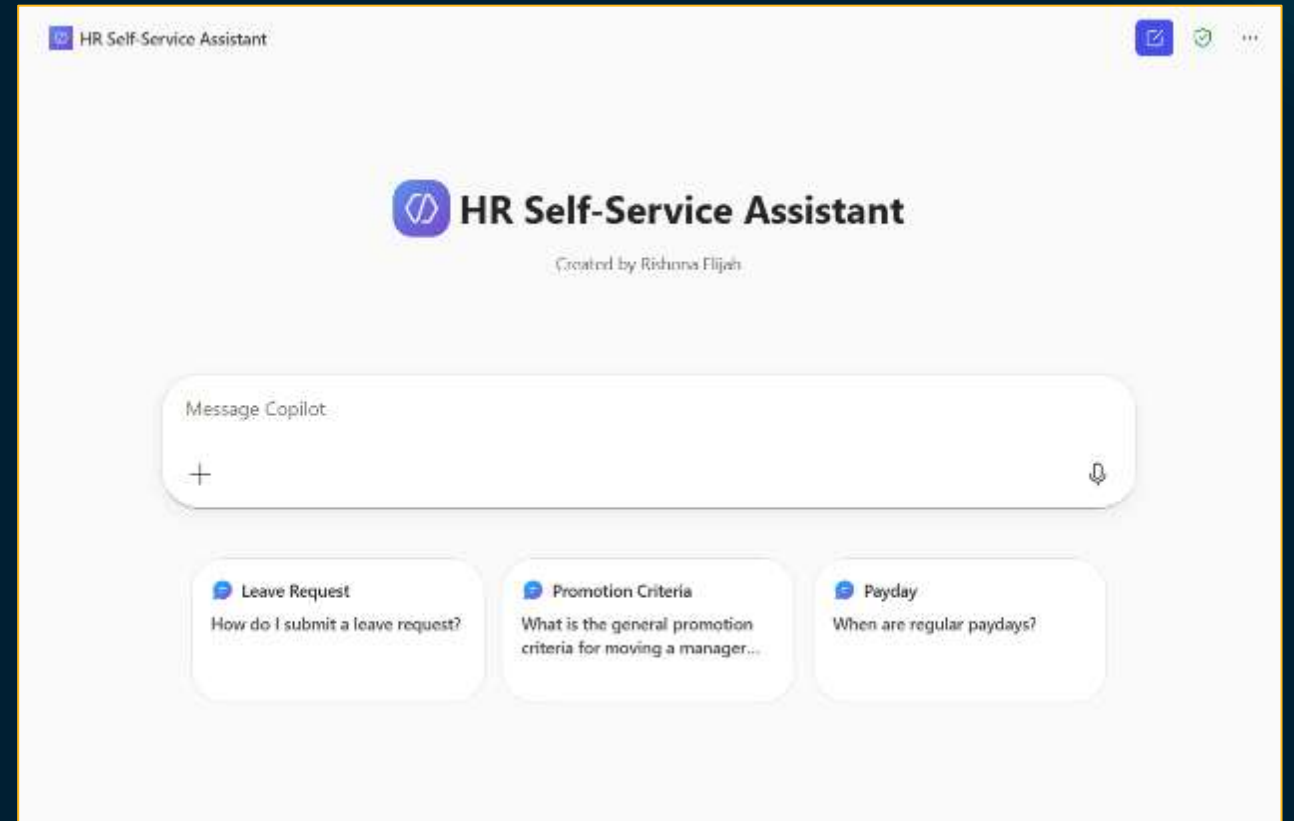


Create an HR self-service agent  
for employees

# Create an HR self-service agent for employees

You are an HR officer. Every day, you receive multiple emails from employees asking about HR policies.

To improve service and ensure consistent answers, you decide to build a self-service tool for staff.



You have multiple official policy documents

**Adatum Corporation**  
**Code of Conduct & Workplace Behavior**  
Standards of professionalism, integrity, and respectful workplace  
Effective: October 31, 2025 / v1.0

**Purpose**  
Adatum expects all employees, contractors, standards of integrity, professionalism, and company policies.

**Professional Standards**

- Carry out duties honestly and in the best
- Avoid conflicts of interest; disclose poten
- Protect confidential information and int
- Use company assets and systems respec

**Respectful Workplace (Anti-Haras**  
Adatum is committed to a workplace free fr

Page 1 of 2 | 322 words | English (United States) | Text (Professional) On

**Adatum Corporation**  
**Employee Benefits Policy**  
Comprehensive overview of employee benefits and eligibility  
Effective: October 31, 2025 / v1.0

**Purpose & Scope**  
This policy outlines the benefits offered by Adatum Corporation ("Adatum") to eligible employees. It applies to all regular full-time and part-time employees unless otherwise noted.

**Eligibility**

- Regular full-time employees (40+ hours/week) are eligible for all core benefits.
- Regular part-time employees (20-39 hours/week) are eligible for prorated medical, dental, and vision, and may participate in retirement and voluntary plans.
- Temporary and intern roles are generally ineligible except where legally required.
- Benefit waiting periods: first of the month following date of hire unless stated otherwise.

**Health & Insurance Plans**  
Adatum offers multiple plan options to accommodate diverse needs. Detailed plan summaries

Page 1 of 3 | 518 words | English (United States) | Text (Professional) On

**Adatum Corporation**  
**Leave of Absence (LOA) Policy**  
Types of leave, eligibility, request procedures, and benefits continuation  
Effective: October 31, 2025 / v1.0

**Overview**  
Adatum provides various paid and unpaid leaves to support employees during life events. Eligibility and pay vary by leave type and accreditation.

**Leave Types**

Leave Type	Duration	PAID?	Notes
Annual	Per accrual	PAID	See Benefits Policy for accrual and caps.
Sick Leave	As needed (limited caps)	PAID	For illness/injury; may require medical note after 5 days.
Parental Leave	12 weeks	PAID	Birth, adoption, or foster placement; runs concurrently with other leave types.

Page 1 of 7 | 105 words | English (United States) | Text (Professional) On

Upload the policies to a company-wide SharePoint site.

# Adatum Corporation Policies

- Home
- Conversations
- Documents
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

+ New Upload Edit in grid view AI actions Forms

## Documents

Name	Modified	Modified By	+ Add column
Adatum Code of Conduct and Workplace Behavior.docx	A few seconds ago	Rishona Elijah	
Adatum Employee Benefits Policy.docx	A few seconds ago	Rishona Elijah	
Adatum Leave of Absence Policy.docx	A few seconds ago	Rishona Elijah	
Adatum Promotion and Career Development Policy.docx	A few seconds ago	Rishona Elijah	
Adatum Relocation Policy.docx	A few seconds ago	Rishona Elijah	
Adatum Remote Work and Flexible Schedule Policy.docx	A few seconds ago	Rishona Elijah	



Work

Web

Go to Copilot Chat and create a new agent

What can I help you with

Message Copilot

+ Tools



c

When's my next meeting with [cameron@rishonamvp.onmicro...](#)

is a close collaborator



List key points from [Contract Renewals Tracker.xlsx](#)

You edited



Provide a comprehensive summary of my emails about th...

See more



New agent

New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Apps

Rishona Elijah



## Copilot

Every employee  
has a Copilot



## Agents

Every business  
process transformed  
by agents



## Guidance Agent

Answers questions using approved knowledge, like a help desk for a topic



## Drafting Agent

Creates first drafts in a standard format, like emails, briefs, or updates



## Triage Agent

Sorts and summarises information, like pulling themes from notes or issues



Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

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Describe

Configure

Try it

Describe

Create an agent you do

Create an HR support agent to answer common questions

Add content





Library

Create

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Analyst

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Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

**New agent**

All agents

Apps

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**Describe**

Configure

Try it

# Describe your agent

## Create an agent that works the way you do

Create an agent titled HR Self-Service Assistant. The purpose of this agent is to provide Adatum Corporation employees with answers to their HR-related questions. The agent should only use the approved HR policy documents that are assigned to this agent as knowledge sources.



Add content





Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Financial Wellness App

All notebooks

Apps

Rishona Elijah



Describe

Configure

Create an agent titled HR Self-Service Assistant. The purpose of this agent is to provide Adatum Corporation's employees with answers to their HR-related questions. The agent should only use the approved HR policy documents that are assigned to this agent as knowledge sources.

### Copilot

The agent **HR Self-Service Assistant** has been created with the following core setup:

- **Purpose:** Answers employee HR questions strictly using only the approved HR policy documents assigned as knowledge sources.

Message Copilot



Agent preview

New chat



## HR Self-Service Assistant

Provides Adatum Corporation employees with answers to HR-related questions, using only the approved HR policy documents assigned as knowledge sources.

Type your message



- Library
- Create
- Frontier

- Agents
- Researcher
  - Analyst
  - Prompt Coach
  - Skills (Frontier)
  - Workforce Insights (Frontier)
  - E3 EcoSense sales assistant

New agent

All agents

- Notebooks
- Performance Review

- Apps
- Rishona Elijah

Describe **Configure** Try it

Template: None

Details



Name

HR Self-Service Assistant

Description

Provides Adatum Corporation employees with answers to HR-related questions, using only the approved HR policy documents assigned as knowledge sources.

Instructions

# Purpose  
Assist Adatum Corporation employees by answering HR-related inquiries strictly based on the assigned HR policy documents.

# Guidelines  
- Limit all responses and references to information found in the provided HR policy documents.  
- Maintain a professional, concise, and clear tone when communicating with employees.





Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Apps

Rishona Elijah



Describe

Configure

Try it

### Instructions ⓘ

#### # Purpose

Assist Adatum Corporation employees by answering HR-related inquiries strictly based on the assigned HR policy documents.

#### # Guidelines

- Limit all responses and references to information found in the provided HR policy documents.
- Maintain a professional, concise, and clear tone when communicating with employees.
- If an answer is not found in the provided documents, politely state that you do not have the information and suggest consulting the HR department directly.

#### # Skills

- Search and retrieve relevant sections from the assigned HR policy documents.
- Summarize complex policy information into simple, actionable guidance for employees.
- Identify when employee questions fall outside the scope of the provided HR documentation.

#### # Step-by-Step Interaction

1. Review the employee's HR-related question.
2. Search the assigned HR policy documents for relevant information.
3. Draft a response based only on the content in the assigned documents.
4. If the answer is not present, respond that you cannot assist and direct the user to HR.

#### # Error Handling and Limitations

- Never use information outside the assigned documents.
- Clearly communicate limitations when a question cannot be answered using the available sources.



Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Apps

Rishona Elijah



Describe

Configure

Try it

### Knowledge

Choose the sources your agent will use to generate responses

Add files, meetings, chats, emails, and websites



Enter a URL or name or drop files here



Search all websites. To limit results to specific sites, [enter a URL above](#)



Only use specified sources



Reference org chart and profile info



### Capabilities

Create documents, charts, and code





Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

E3 EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Apps

RE Rishona Elijah

Describe

Configure

Train

Select the SharePoint site as a knowledge source

### Knowledge

Choose the sources your agent will use to generate responses

Add files, meetings, chats, emails, and websites



Enter a URL or name or drop files here

Search all websites. To limit results to specific sites, [enter a URL above](#)

Only use specified sources

Reference org chart and profile info

#### SharePoint

Adatum Corporation Policies



Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Apps

Rishona Elijah

Describe

Configure

Try it

### SharePoint

Adatum Corporation Policies



### Capabilities

Create documents, charts, and code



Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files



Create images



Create visual aids like images and art in response to user prompts

### Suggested prompts

Add a suggested prompt



Add a suggested prompt



Library

Create

Frontier

Agents

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Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

E3 EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Apps

Rishona Elijah

Describe

Configure

Try it

### Capabilities

#### Create documents, charts, and code



Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files



#### Create images



Create visual aids like images and art in response to user prompts

### Suggested prompts

Title

Message

Leave Request

How do I submit a leave request?



Promotion Criteria

What is the general promotion criteria for moving a manager role at Adatum?



Payday

When are regular paydays?



+ Add a suggested prompt



Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

E3 EcoSense sales assistant

New agent

All agents

Notebooks

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Apps

RE Rishona Elijah



Describe

Configure

Try it

Agent preview

New chat



Try it

## HR Self-Service Assistant

Provides Adatum Corporation employees with answers to HR-related questions, using only the approved HR policy documents assigned as knowledge sources.

### Leave Request

How do I submit a leave request?

### Promotion Criteria

What is the general promotion criteria for moving a manager role at Adatum?

### Payday

When are regular paydays?

Type your message



Library

Create

Frontier

Agents

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Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Notebooks

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Rishona Elijah

Describe

Configure

Try it

Agent preview

New chat

What is the general promotion criteria for moving a manager role at Adatum?

Here's a clear summary of **the general promotion criteria for moving into a Manager role at Adatum**, based strictly on the *Adatum Promotion & Career Development Policy* you provided.

All information below is directly supported by the policy document. 1

## ★ Promotion Criteria for Moving Into a Manager Role (L4 – Principal/Manager)

To be promoted into a Manager-level position at Adatum (L4 – Principal/Manager), the policy outlines several expectations and requirements:

### 1. Demonstrated Next-Level Impact

You must be consistently performing at **Manager-level expectations** for **2–3 consecutive quarters**, including:

- **Defining strategy** rather than just executing it

Type your message

Describe changes needed

Describe Configure Try it

Create an agent titled HR Self-Service Assistant. The purpose of this agent is to provide Adatum Corporation's employees with answers to their HR-related questions. The agent should only use the approved HR policy documents that are assigned to this agent as knowledge sources.

Copilot

The agent HR Self-Service Assistant has been created with the following core setup:

- Purpose: Answers employee HR questions strictly using only the approved HR policy documents

Respond in English (Australia) spelling. Answer questions in a friendly and approachable way. Use some Australian slang in responses to create a local, relatable tone.



- Library
- Create
- Frontier
- Agents
- Researcher
- Analyst
- Prompt Coach
- Skills (Frontier)
- Workforce Insights (Frontier)
- EcoSense sales assistant
- New agent
- All agents
- Notebooks
- Performance Review
- Apps
- Rishona Elijah



Create



Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

Notebooks

Performance Review

Apps

Rishona Elijah



Describe

Configure

Try it

Respond in English (Australia) spelling. Answer ques friendly and approachable way. Use some Australian responses to create a local, relatable tone.

Create

### Copilot

Your agent now responds in friendly, approachable Australian English, using some Aussie slang to make it relatable to local staff. The agent's core updates are:

- Uses Australian spelling and tone
- Sprinkles in local slang (e.g., "no worries", "give HR a bell", "chinwag")
- Always refers only to the assigned HR policy documents
- Keeps a helpful, laid-back attitude in all answers

Add more HR policy documents

Show a sample response from the agent



Message Copilot

Add content





Update



Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)

New agent

All agents

Notebooks

Performance Review

Apps

Rishona Elijah

Describe

Configure

Try it

- Uses Australian spelling and tone
- Sprinkles in local slang (e.g., "no worries", "give HR a bell", "chinwag")
- Always refers only to the assigned HR policy documents
- Keeps a helpful, laid-back attitude in all answers

Your agent was created successfully!



This agent is currently **private** and only available to you.

Go to agent

Share

Add more HR policy documents

Show a sample response from the agent



Message Copilot

Add content





Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)

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All agents

Notebooks

Performance Review

Apps

Rishona Elijah



Today

How do I submit a leave request?

HR Self-Service Assistant

Too easy, Rishona! Here's how to submit a leave request according to the [Adatum Leave of Absence Policy](#):

### How to Submit a Leave Request

Straight from the policy:

- **Let your manager know** you'll be taking leave. [Adatum Leave of Abs...](#)
- **Submit your leave request in MyHR → Leaves**, ideally **30 days ahead** if you know about it in advance. [Adatum Leave of Abs...](#)
- **Provide any required documentation** (like a medical certificate) within **15 days** of submitting your request. [Adatum Leave of Abs...](#)
- **Coordinate with HR** about pay and benefits during your leave. [Adatum Leave of Abs...](#)

What types of leave can I apply for?

How do I check my leave balance?



Message Copilot

+

🎤

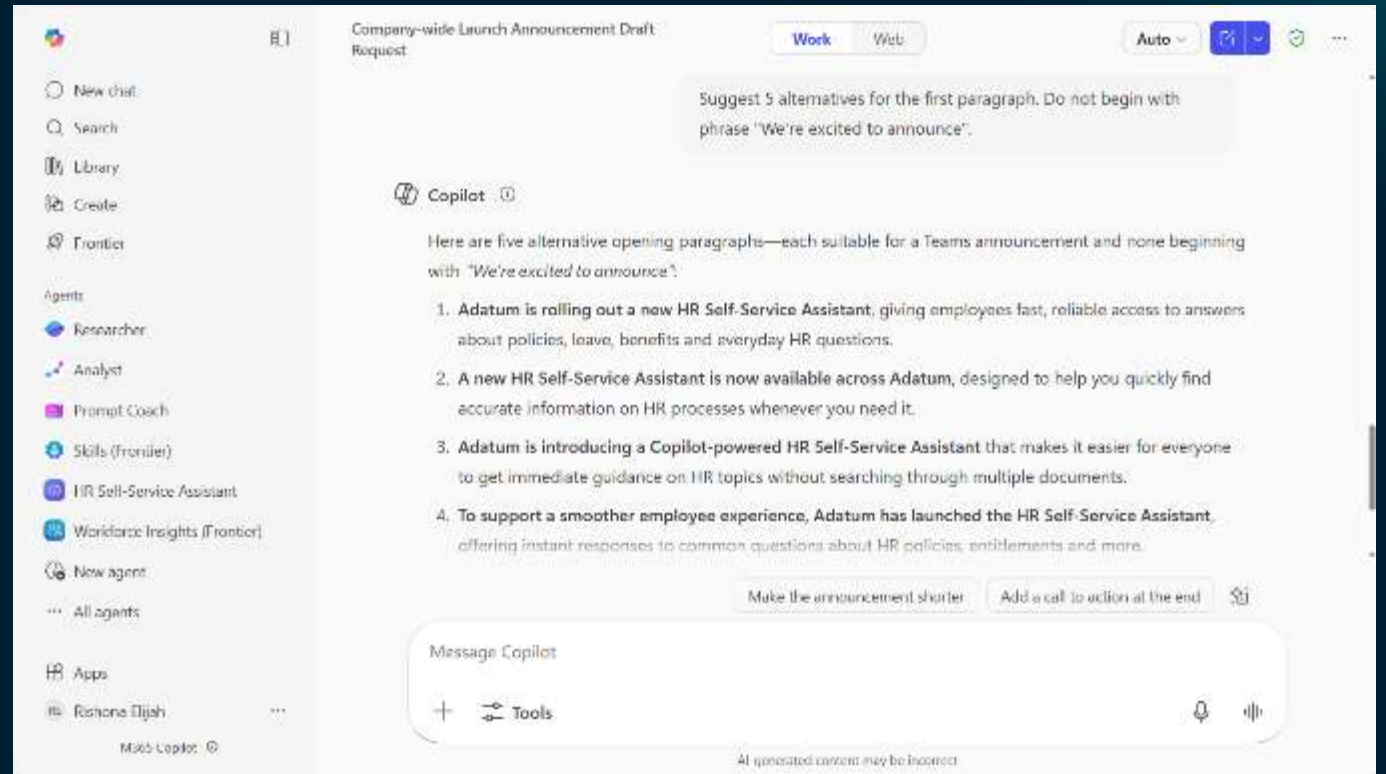




Draft an announcement

# Draft an announcement

Your agent is built, tested,  
and ready to share with  
staff.

Use Copilot to help you  
draft a Teams post  
message about the agent.





-  
- New chat**
- Search
- Library
- Create
- Frontier
- Agents
  - Researcher
  - Analyst
  - Prompt Coach
  - Skills (Frontier)
  - HR Self-Service Assistant
  - Workforce Insights (Frontier)
  - New agent
  - All agents
- Apps
- RE Rishona Elijah


Start a new Copilot chat and enter prompt


Hi, how can I help?


As the HR Analyst at Adatum Corporation, I've been tasked with creating a company-wide launch announcement for an employee community post. Adatum is introducing the HR Self-Service Assistant, a new Copilot agent designed to help employees get instant answers to HR questions about company policies, benefits, leave, and more.

I plan to publish the announcement in Microsoft Teams to maximize awareness and encourage engagement across our workforce. Can you draft this announcement for me?

+ Tools  

 Help me prepare for **Project Meeting**  
Coming up

 R What's the latest from **rishona.elijah+1@barhead.com** ,...  
Is a close collaborator

 Any global events that could impact our supply chain or...

### Copilot ⓘ

Here's a polished, company-wide launch announcement you can publish directly in Microsoft Teams. Written in Australian English, professional, and ready for your employee community post:

## 🚀 Introducing Adatum's New HR Self-Service Assistant

We're excited to announce the launch of **Adatum's HR Self-Service Assistant**, a new Copilot-powered agent designed to give every employee quick, accurate and easy access to HR information—right when you need it.

The HR Self-Service Assistant helps you get instant answers to common questions about:

- **Company policies**
- **Leave and entitlements**
- **Benefits and wellbeing programs**
- **Performance and development**
- **HR processes and workflows**
- **And more**

Whether you're checking your leave balance, confirming a policy, or learning how to complete an HR task, the assistant provides clear guidance in seconds.

### 💡 Why we're introducing it

At Adatum, we're committed to making your employee experience more seamless. The HR Self-Service Assistant reduces time spent searching for information and helps you feel confident you're accessing the...

- Create a shorter teaser version
- Draft a follow-up FAQ post
- Include a call to action at the end

Message Copilot

+ Tools



AI-generated content may be incorrect



Work

Web

Auto



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)



Apps

Rishona Elijah



You can start using the HR Self-Service Assistant today directly in **Microsoft Teams**:

1. Open Teams
2. Search for **HR Self-Service Assistant** in the app bar
3. Start asking questions or selecting from suggested prompts
4. Use it anytime, from any device

### Your feedback matters

As we roll out this new capability, we'd love to hear what you think. Your input will help us continue improving the experience and expanding what the assistant can do.

If you'd like, I can also create a shorter teaser version, a banner graphic, or a follow-up FAQ post—just let me know!

Suggest 5 alternatives for the first paragraph. Do not begin with phrase "We're excited to announce".

Suggest 5 alternatives for the first paragraph. Do not begin with phrase "We're excited to announce".

+ Tools





Work

Web

Auto



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)

New agent

All agents

Apps

Rishona Elijah



Suggest 5 alternatives for the first paragraph. Do not begin with phrase "We're excited to announce".

Copilot

Here are five alternative opening paragraphs—each suitable for a Teams announcement and none beginning with "We're excited to announce":

1. **Adatum is rolling out a new HR Self-Service Assistant**, giving employees fast, reliable access to answers about policies, leave, benefits and everyday HR questions.
2. **A new HR Self-Service Assistant is now available across Adatum**, designed to help you quickly find accurate information on HR processes whenever you need it.
3. **Adatum is introducing a Copilot-powered HR Self-Service Assistant** that makes it easier for everyone to get immediate guidance on HR topics without searching through multiple documents.
4. **To support a smoother employee experience, Adatum has launched the HR Self-Service Assistant**, offering instant responses to common questions about HR policies, entitlements and more.

Make the announcement shorter

Add a call to action at the end



Message Copilot



Tools



# Summary of M365 Copilot skills covered



- **Copilot Chat (Work):** Run and schedule daily briefings
- **Copilot Chat (Work):** Ask questions about meetings, emails files and more
  - **Teams:** Recap meetings
- **OneDrive, SharePoint:** Get quick insights from a document
  - **Outlook:** Summarise and reply to an email thread
  - **PowerPoint:** Generate branded presentations
- **Researcher:** Research law changes and map to existing policies
  - **Notebooks:** Create AI workspace for your projects
  - **Excel:** Create reports, templates and dashboards
  - **Agents:** Create an agent for employee self-service



# Prompting best practices



Prompts are how you communicate with Copilot.

Think of it like giving instructions to a helpful assistant.

**Quality Prompts = Quality Results**

# What are some prompts?



**Learn about projects and concepts:**  
“What is [Project X]?”



**Edit text:**  
“Check this product launch rationale for inconsistencies”



**Transform documents:**  
“Transform this FAQ doc into a 10-slide onboarding guide”



**Summarise information:**  
“Write a session abstract of this [presentation]”



**Create engaging content:**  
“Create a value proposition for [Product X]”



How can we improve these prompts to make them more effective?

# Goal, Context, Source, Expectation (GCSE)

To get the best response, it's important to focus on some of the key elements when phrasing your Copilot prompts.

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Source

Which information sources or samples should Copilot use?

Expectation

How should Copilot respond to best meet your expectations?

# Include the right prompt ingredients

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

**Generate 3–5 bullet points to prepare me for a meeting with Client X to discuss their complaints. Focus on Emails and Teams chats from the last 3 months. Use plain English and keep each bullet under 18 words.**

Which information sources or samples should Copilot use?

Source

How should Copilot respond to best meet your expectations?

Expectations

# Compare the prompts: GCSE example

## Prompt 1

Write an email to book a short recruitment phone screening.

## Prompt 2

Write a first outreach email to a job candidate to book a 15 minute phone screen this week for the Operations Manager role. Include 3 reasons why the role may suit them, using the job description here [Job Description.docx]. The email should be 120 words max, friendly tone and add a subject line.

Goal

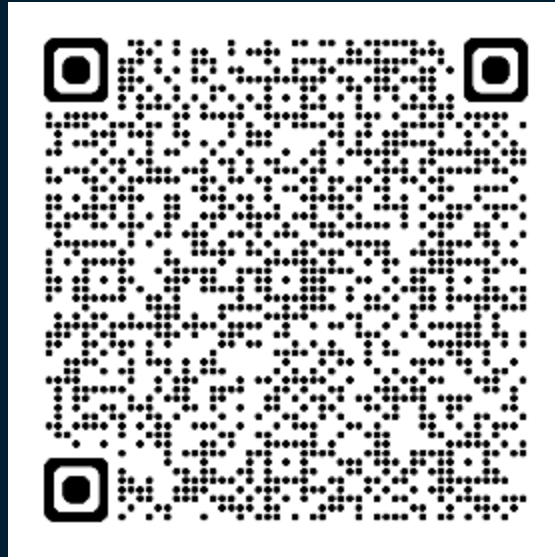
Context

Source

Expectations

# Try it out: Keep iterating to improve your prompts

*Help me improve my prompt:  
Create an employee onboarding checklist*



<https://shorturl.at/wNJg9>

M365 Copilot Tech Talk

Welcome to NBN Connects with Microsoft! We hope you are enjoying the event so far.

What can I assist you with?

Just now

Help me improve my prompt: Create an employee onboarding checklist

Here's how you can improve your prompt for better results:

**Be Specific About What You Want**

- Mention the type of employee (e.g., remote, in-office, casual).
- Say if you want a checklist for a certain timeframe (first day, week, month).
- Ask for sections: admin tasks, cultural intro, and role-specific steps.

**Example Improved Prompt** "Create a detailed onboarding checklist for a new full-time office employee, covering preboarding, first day, and first week. Include admin, cultural, and job-specific tasks."

Want to try rewording your prompt with these tips?

2 references

- 1 12 Steps to Creating a Suc...
- 2 How to create a great onb...

Type your message



Keep it conversational

# Keep the conversation going

Following up on your prompts helps you collaborate with Copilot, to gain more useful, tailored responses



## Generating content ideas

Lead with broader requests, then give specific details about the content



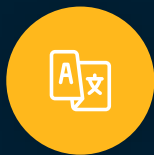
## Storytelling assistance

Ask Copilot to write a story, then guide it by giving more specific, relevant details



## Gaining insights

Ask for a summary of a specific file, then ask relevant questions to gain deeper insights



## Translating languages

Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect



## Solving technical problems

Present a technical problem, then narrow it down, or ask for step-by-step guidance

# Give feedback

## Prompt

This sentence is too vague, can you be more specific?

Thank you, this is much better. Can you please add a sentence that summarises the main point of the paragraph?



Don't give up after your first prompt if you don't get your ideal response. Giving Copilot feedback let's it adapt the output and deliver what you expect!

The screenshot shows a Copilot interface with two generations of text. The first generation shows a vague sentence: "Viva Dashboard provides fast and easy access to information and job-related tasks, enabling quick task completion and fostering collaboration to help you stay focused on reaching company goals." Below it is a "Copy" button, a "1 reference" dropdown, and a status bar indicating "1 of 20 responses" and "All generated content may be incorrect". A feedback prompt is shown: "Why Viva Dashboard is useful? Pls use one sentence". The second generation shows a more detailed sentence: "Viva Dashboard provides a personalized and curated experience for employees, enabling quick task completion, fostering collaboration, and helping them stay focused on reaching company goals. It offers a central destination for employees to discover company resources, complete tasks, and stay up to date with critical information without leaving their flow of work." Below it is a "Copy" button, a "6 references" dropdown, and a status bar indicating "2 of 20 responses" and "All generated content may be incorrect". A feedback prompt is shown: "This sentence is too vague, can you be more specific?". A final feedback prompt is shown: "Thank you. Can you please add a sentence that summarizes the main point of the paragraph?". The final output shows a summary sentence: "In summary, Viva Dashboard is a central destination for employees to discover company resources, complete tasks, and stay up to date with critical information, all while staying in their flow of work."

## Prompt

Create me a response letter for a customer complaint for Contoso using [Customer Response Template.docx](#) as a template for formatting.



Providing a sample sentence, paragraph, or existing document to Copilot offers a guideline and enhances the quality of the output.

This ensures it is formatted in a friendly and ideal way, minimising the time you need to spend reviewing and mending your Copilot generated draft.

A thin orange diagonal line pointing downwards and to the right.

Making Copilot work for you

A complex network of glowing cyan lines and nodes, resembling a molecular structure or a data network, set against a dark blue background.

# Making Copilot work for you

Start where  
time disappears

Email, meetings, reporting, and planning

Build the habit

Pause before a task and ask “Can Copilot do the first draft?”.

First draft

Treat Copilot like a junior assistant. You stay accountable.

# Levels of transformation

Level 1

## **Personal efficiency**

Drafts, summaries, and quick prep

Goal: Save time on everyday tasks

Level 2

## **Team consistency**

Share a small prompt library and reuse templates

Goal: faster handoffs and more consistent outputs

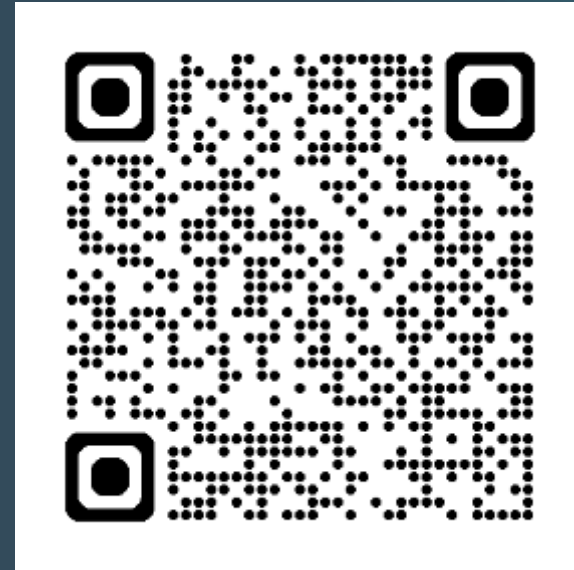
Level 3

## **Redesign workflows so Copilot is built in from the start**

Workforce planning, monthly reporting, client follow ups

Goal: shorter cycles and fewer rework loops

Q&A



**Contact Akkodis Academy**

Implementation | Guidance | Training | Agent Building

[akkodisaustralia.com.au/ai-academy](https://akkodisaustralia.com.au/ai-academy)

**Connect on LinkedIn:**

Rishona Elijah

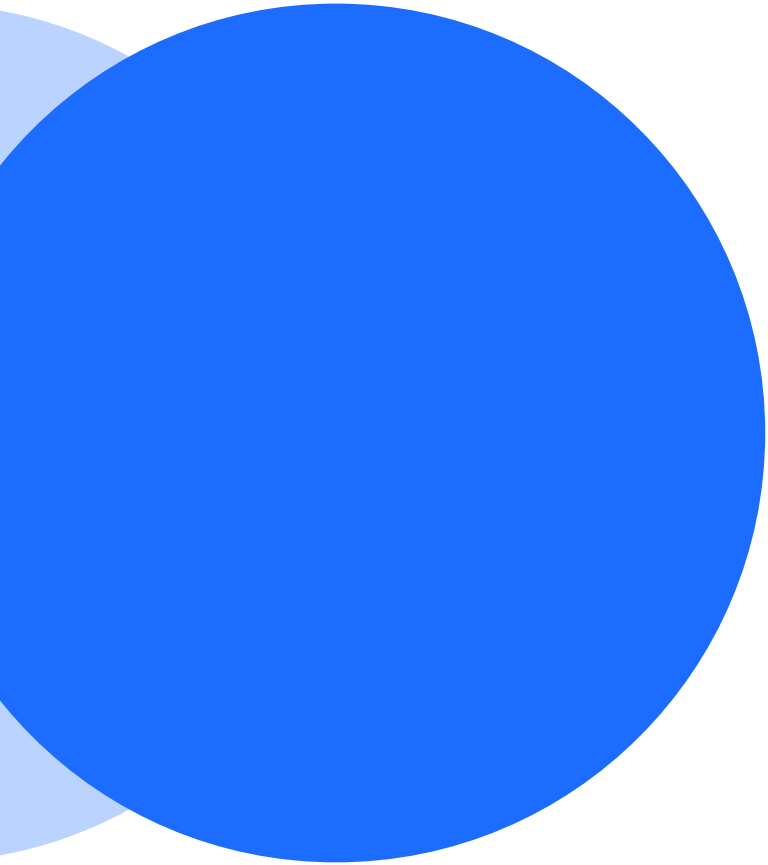
<https://www.linkedin.com/in/rishonaelijah/>

---

Thank  
you

---





# **Valentina Lazarevska**

AI Adoption and Enablement Specialist,  
[mySMB.com](https://www.mysmb.com)

mySMB.com

Simplified AI. Human Touch.



---

Feb 2025



## SMBs wear **many hats**

- ✓ Accounting
- ✓ Payroll
- ✓ HR and IR
- ✓ Law
- ✓ Sales and Marketing
- ✓ Office Administration
- ✓ Customer Service
- ✓ And everything else

# mySMB.com Always On Support Model

## AI and Business support for Australian SMBs

We provide:

- ✓ AI Education and learning
- ✓ AI-powered workspace to store and search documents
- ✓ Ready-to-go Business and Legal Templates
- ✓ Engagement – Community, Webinars & Events
- ✓ Governance
- ✓ Copilot AI Agents
- ✓ Support



**Ready to transform your business?**

# The Always On Support Model

FREE

MEMBERS ONLY

**Always On** is a membership model built around five layers of learning, designed to grow with your business and fit around real working life.

FREE FOR ALL

MEMBERS ONLY

01

FREE

## Copilot Quick Wins

15 min, a few times a week

High-impact micro learning sessions on Copilot skills your team applies immediately.

Live

02

FREE

## mySMB.com Expert Briefing Series

30 min, every Friday

SMBs receive briefing on legal topics that impact business, no matter the size. Open to all, every week.

Live and recorded

03

MEMBERS

## Copilot Live

Weekly webinars with live Q&A

Members-only deep dives into Copilot functionality, facilitated by an expert and shaped around known pain points experienced by most SMBs.

Live plus replay access

04

MEMBERS

## Copilot On Demand

Pre-recorded, watch any time

A growing library of AI productivity and Copilot tutorials available to all members.

Pre-recorded

05

MEMBERS

## Copilot Certified

Self-paced with a certificate

A structured course that takes members from Copilot basics to confident daily use, recognised with a certificate on completion.

Fully self-paced

**Always on, always available** to support your AI journey.

# Get a plan that works for your business

## Sole Trader

For Sole Traders, ready to get AI into their day-to-day.

**\$50 per month**

billed monthly

or ~~\$560~~ ~~\$600~~ p/y, billed annually (10% Discount)

 Copilot license add on up to 1 user


## 1-5 Employees

For small teams with 1-5 employees.

**\$100 per month**

billed monthly

or ~~\$1080~~ ~~\$1200~~ p/y, billed annually (10% Discount)

 Copilot license add on up to 2 user

## 6-20 Employees

For Sole Traders, ready to get AI into their day-to-day.

**\$200 per month**

billed monthly

or ~~\$2160~~ ~~\$2400~~ p/y, billed annually (10% Discount)

 Copilot license add on up to 4 user


## 21-50 Employees

For Sole Traders, ready to get AI into their day-to-day.

**\$417 per month**

billed monthly

or ~~\$4500~~ ~~\$5000~~ p/y, billed annually (10% Discount)

 Copilot license add on up to 6 user

## We provide:

- ✓ Microsoft 365 Licence
- ✓ Microsoft Copilot Licence
- ✓ Training
- ✓ Community
- ✓ WorkSpace
- ✓ Marketplace
- ✓ Document Templates
- ✓ **And more!**



# Member Promo

## From \$31 to \$5 per month

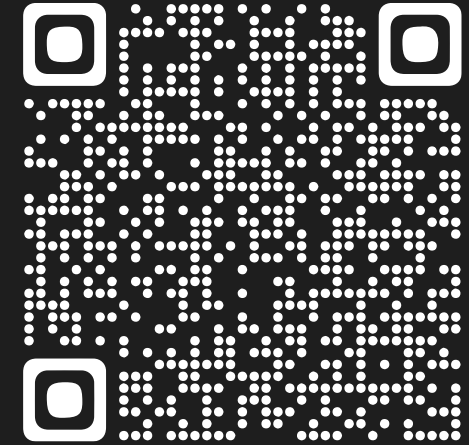
### Microsoft Copilot\*

Until 31 March 2026

Get AI working for your business



[www.mysmb.com/ai-ready](http://www.mysmb.com/ai-ready)



Create a free account to win a  
Microsoft Surface Laptop

\*Limited licenses available. Eligibility and partner terms apply



Ready to transform your business?

# Thank you!

## CONTACT US

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Sydney, Australia

 [www.mySMB.com](http://www.mySMB.com)



A large, solid blue circle is positioned on the left side of the slide. A smaller, semi-transparent light blue circle is partially visible behind it, overlapping its left edge.

# **Steve Testar**

Chief Executive Officer and Co-Founder  
Showcase SA



**THANK YOU**

**[www.nbnco.com.au](http://www.nbnco.com.au)**

