

Virtual Training Hours

Sharpen and develop your digital skills through our virtual training hours running through to March 2026. Sessions are live, instructor led webinars with live Q&A.

Gain deeper knowledge of Microsoft 365 Copilot, Copilot Chat, Agents, Power BI and how to boost productivity with Copilot through Outlook, PowerPoint, Teams and more.

Hosted, delivered and moderated by  **Fast Lane**



Training is hosted and delivered by Fast Lane. Please contact VirtualTrainingHours@flane.co.uk for any registration or general enquiries.

Get Started with Microsoft 365 Copilot

Discover how Microsoft 365 Copilot can transform the way you work by streamlining communication and enhancing content creation. This beginner-friendly course, designed for all professionals, introduces the fundamentals of Copilot and demonstrates its practical applications across Microsoft 365 apps. Through three engaging modules, you'll learn how to leverage Copilot to boost productivity, optimize workflows, and unlock its full potential—no prior AI experience required.

Date	Time	Register	Date	Time	Register
Mon 26 th Jan	1.30pm-2.30pm	Register	Weds 11 th Feb	11.00am-12.00pm	Register
Mon 9 th Feb	11.00am-12.00pm	Register	Mon 16 th March	9.30am-10.30am	Register

Get Started with Microsoft Copilot Chat

Learn more about Microsoft Copilot Chat as a standalone AI-powered assistant designed to enhance productivity without requiring a Microsoft 365 Copilot license.

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Mon 26 th Jan	9.30am-10.30am	Register	Mon 23 rd Feb	1.30pm-2.30pm	Register
Mon 9 th Feb	3.00pm-4.00pm	Register	Weds 18 th March	9.30am-10.30am	Register

Get Started with Microsoft Copilot Agents

Let us show you how to build powerful Copilot agents without writing a single line of code. This webinar guides you through implementing no-code solutions in Microsoft 365 and SharePoint, enabling you to create intelligent, task-driven agents that enhance collaboration and productivity. Perfect for business users and IT professionals, you'll discover how to design, configure, and deploy Copilot agents to streamline processes and deliver smarter experiences across your organization.

Date	Time	Register	Date	Time	Register
Tues 27 th Jan	3.00pm-4.00pm	Register	Tues 3 rd March	11.00am-12.00pm	Register
Weds 11 th Feb	9.30am-10.30am	Register	Tues 17 th March	11.00am-12.00pm	Register

Going Further with Microsoft 365 Copilot

Take your Copilot skills to the next level. Explore common prompt flows across Microsoft 365 apps—including Word, Excel, PowerPoint, Teams, and Outlook—to create smarter, faster workflows. Learn how to use Microsoft 365 Copilot Chat effectively and understand the difference between work-grounded and web-grounded data.

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Get Started with Copilot Studio

Unlock the power of Microsoft Copilot Studio to design and extend custom Copilots tailored to your business needs. In this condensed session, you'll learn how to create Copilots that integrate seamlessly with Microsoft 365, configure advanced capabilities, and extend functionality using connectors and data sources. Perfect for those ready to go beyond out-of-the-box solutions and build intelligent, personalised experiences.

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Going Further with Copilot Agents: Foundation Building & Extending

Join us for a short session to discover how to create and extend AI agents within Microsoft 365 using Copilot Studio, Microsoft Foundry, and the Microsoft 365 Agents Toolkit. We'll explore practical agent use cases, development paths, and essential tools—giving you a clear starting point for building intelligent, business-ready solutions.

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Get Started with Microsoft Power BI Desktop

Master the essentials of preparing and visualising data with Power BI in this streamlined session. Learn how to clean, transform, and model data for accurate insights, then create compelling visualisations and interactive reports that drive informed decisions. Perfect for professionals looking to quickly harness the power of data analytics without diving into complex coding.

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Going Further with Microsoft Power BI

Take your Power BI skills to the next level. Learn how to build sophisticated data models, create advanced DAX calculations, and design interactive dashboards that deliver deeper insights. We'll also explore best practices for optimizing performance and managing data security. Perfect for users who understand the basics and are ready to unlock the full analytical power of Power BI.

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Word at Work: Copilot + Core Features for Productivity

In this session, you'll learn how to leverage Microsoft Copilot in Word to draft impactful documents quickly and effectively. We'll explore core Copilot features for productivity and show you how to refine and customize AI-generated content using Word's powerful editing tools. By the end, you'll be equipped to create polished, professional documents with ease.

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Weds 28 th Jan	1.30pm-2.30pm	Register	Weds 18 th March	1.30pm-2.30pm	Register
Tues 10 th Feb	9.30am-10.30am	Register	Thurs 26 th March	3.00pm-4.00pm	Register

PowerPoint at Work: Copilot + Core Features for Productivity

In this session, you'll discover how to use Microsoft Copilot in PowerPoint to build effective, visually engaging presentations in less time. We'll cover key Copilot features for creating slides and show you how to enhance and customize AI-generated content using PowerPoint's design and formatting tools. By the end, you'll be ready to deliver polished presentations with confidence.

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Tues 10 th Feb	11.00am-12.00pm	Register	Thurs 26 th March	11.00am-12.00pm	Register

Outlook at Work: Copilot + Core Features for Productivity

In this session, you'll learn how to use Microsoft Copilot in Outlook to streamline your email workflows and improve collaboration. We'll explore AI-powered features for drafting and managing emails, then show you how to enhance Copilot-generated content using Outlook's tools for organization, scheduling, and team communication. By the end, you'll be ready to turn your inbox into a productivity hub.

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Excel at Work: Copilot + Core Features for Productivity

In this session, you'll learn how to use Microsoft Copilot in Excel to uncover new insights from your data and make smarter decisions faster. We'll explore AI-powered features for analysing and summarising data, then show you how to refine and enhance Copilot-generated outputs using Excel's advanced tools for visualization and calculation. By the end, you'll be ready to turn raw data into actionable insights

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Teams at Work: Copilot + Core Features for Productivity

In this session, you'll learn how to use Microsoft Copilot in Teams to make your meetings more productive and collaborative. We'll explore AI-powered features for summarising discussions, generating action items, and improving meeting efficiency, then show you how to enhance these outcomes using Teams' tools for chat, file sharing, and real-time collaboration. By the end, you'll be ready to turn every meeting into a driver of impact

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