

FIRST CAMPUS · A FIRST TECHNOLOGY DIVISION

Not a training. A transformation journey.



First Campus · First Digital

First Campus (a First Technology division)

DELIVERED BY

4 sessions × 1.5 hours, hands-on + demos

CORE TRACK

The AI Guy check-ins (50+ Copilot licences)

MANAGED SERVICE

• Hands-on

• Modular

• Copilot

• Copilot Agents

FIRST CAMPUS · CORE TRACK + ONE OF THREE FOCUS TRACKS

Zero to AI Copilot Hero

A modular, hands-on programme that takes your team from AI fundamentals to confidently building and using Copilot, with a managed-service follow-up.

01

THE PROGRAMME

We start by switching Copilot on properly, then the core; four flexible 90-minute sessions, practical and hands-on with live demos. Then pick one of three focus tracks. A managed-service enablement track follows.

02

THE CURRICULUM

SETUP

Switch on & configure Copilot

- › A short planning session with admins and stakeholders before the course begins
- › We make sure Copilot Chat, and Copilot for licensed users, are switched on and configured to best practice
- › We ensure the course is aligned to the specific audience and technical level
- › Agree the delivery schedule, nominate champions and define success criteria

CORE TRACK

Zero to Copilot Chat Hero

- › Art of the Possible, Copilot from zero to hero, business-safe AI and how to ground it
- › Art of Prompting, why context matters, the GCSE framework, everyday productivity
- › Team Working, human-in-the-loop, and building an agent that follows group instructions
- › Hack the AI, system instructions and security-by-obscurity, in a hands-on group activity

FOCUS TRACK 1

M365 Copilot

- › Company-grounded AI and why Work IQ matters to the business
- › Getting the best out of Copilot inside Word, Excel and PowerPoint
- › Getting the best out of Copilot inside Teams, Outlook and SharePoint

FOCUS TRACK 2

Copilot Create

- › Streamline the design process across content, images and video
- › Brand kits and templates to keep media on-brand, then refine and distribute

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FOCUS TRACK 3

Copilot Studio

- › Familiarise yourself with Copilot Studio and build your own grounded AI
- › Give your agent tools, and use triggers to activate them

ENABLEMENT TRACK

The AI Guy, managed service

- › Set up a Copilot Community and analytics, with champions engagement and empowerment plans
- › Four months of monthly follow-up: recap the content, then explore the latest Copilot features and strategy

03

WHO IT IS FOR

Teams adopting Copilot

A structured path from curiosity to confident, everyday use.

Champions

The resources, community and analytics to drive adoption internally.

Businesses with 50+ Copilot licences

A managed service to turn licences into real, measured usage.

04

DELIVERY & ENABLEMENT

Delivered by First Campus, a First Technology division. The AI Guy check-ins (50+ Copilot licences). A post-course managed service turns the training into measured, everyday adoption rather than a one-off event.

- ✓ A modular, hands-on path, not a one-off lecture
- ✓ A managed-service follow-up so adoption sticks
- ✓ Half of every core session is practical
- ✓ Run by First Technology Digital's specialist AI and genAI team

Ready to book, or want it tailored to your team?

Talk to us at info@firsttech.digital or +27 10 501 0800.

[Let's Talk →](#)