

NBN CONNECTS WITH MICROSOFT 2.0



Microsoft 365 Copilot Workshop: HR and Legal

Akkodis Academy Tech Talk

Featuring



RISHONA ELIJAH
Technology Evangelist,
Microsoft Business Applications MVP
Expert Speaker



An orange diagonal line is positioned to the left of the main title.

Microsoft 365 Copilot Workshop: HR and Legal

Akkodis Academy Tech Talk

Featuring



**ANATOLI
KOVALEV**
Vice-President,
Akkodis Academy
Expert Speaker

Agenda



Akkodis Academy presents:

- 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
- Making Copilot work for you

Questions & Answers

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- **AI can produce inaccurate, incomplete or outdated information**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 single orange diagonal line is positioned to the left of the main title.

Quick wins with Copilot

Quick wins with Copilot

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

Copilot

Activity

Chat

Teams

Calendar

Loop

Viva Engage

Viva Goals

Viva Learning

...

Apps

13:26

Search (Ctrl+Alt+E)

Chat

People

Raise

React

View

Notes

Copilot

Apps

More

Camera

Mic

Share

Leave

Manufacturing Expansion Contract - Adventure Works & Northwind

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

FileHomeInsertLayoutReferencesReviewViewHelp

Aptos (Body) 11 A⁺ A⁻ B I U ...

Normal No Spacing Heading 1 Find 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.

Page 1 of 4 872 words English (U.S.)

Allan Deyoung

Lee Gu

Allan Deyoung

Attend a Teams meeting

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.

Ask me anything about this meeting

More prompts

Copilot

Activity

Chat

Teams

Calendar

Loop

Viva Engage

Viva Goals

Viva Learning

...

Apps

13:52

Search (Ctrl+Alt+E)

Chat

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Manufacturing Expansion Contract - Adventure Works & Northwind

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

FileHomeInsertLayoutReferencesReviewViewHelp

Aptos (Body) 11 A A B I U

Normal No Spacing Heading 1

Find

Comments

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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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Lee Gu

Allan Deyoung

Megan Bowen

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

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

Quick wins with Copilot

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



Copilot ▾



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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 Eliaj



Financial Wellness App Feedback.docx



September 30, ...

Rishona Eliaj



Financial Wellness App Survey Results.xlsx



September 30, ...

Rishona Eliaj



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Details

Summarize

Compare files

Ask a question

App

Modified

Modified By



Financial Wellness App Features.pdf

September 30, ...

Rishona Eliaj



Financial Wellness App Feedback.docx



September 30, ...

Rishona Eliaj



Financial Wellness App Survey Results.xlsx



September 30, ...

Rishona Eliaj



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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 ¹.

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

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My files > Financial

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**Ask a question**

Copy

**Ask a question**



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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

Ask further
questions



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



Quick wins with Copilot

AKKODIS

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

Outlook

Search

FileHomeViewHelp

New email

Quick steps

Read / Unread

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Inbox229

Sent Items

Drafts177

rishona@rishonam...

Inbox229

Drafts177

Sent Items

Deleted Items2

Junk Email

Notes

Archive

Conversation Histo...

Search Folders

Go to Groups

FocusedOther

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
Check in to discuss the I... 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

Hide message history

From: Priya Nair <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>
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

Open Outlook

Outlook

Search

FileHomeViewHelp

New email

Quick steps

Read / Unread

Copilot

Favourites

Inbox229

Sent Items

Drafts177

rishona@rishonam...

Inbox229

Drafts177

Sent Items

Deleted Items2

Junk Email

Notes

Archive

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Search Folders

Go to Groups

FocusedOther

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Microsoft Power Automate; Microsoft

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RFP – Cash Management an...00:39

Hello team, We are issuing an RFP f...

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RFP – Cash Management and...00:35

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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.

RFP – Cash Management and Treasury Service

Summary by Copilot

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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Hide message history

Outlook

Search

File Home View Help

New email

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

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
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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.

Chat

Reply

Summarise

Settings

Copilot

Draft a reply

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

Copilot

Chat

Reply

Summarise

Settings

priya.nair@atlaslogistics.com>

6

Cash Management and Treasury Services

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

le files in a secure folder by 16 September. – Priya

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

Outlook

Search

File Home View Help **Message** Insert Format text Draw Options

Aptos 12 B I U S ...

Team Daily Stand Up
09:00 Microsoft Teams Meeting

Copilot

Favourites

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rishona@rishonam...

- Inbox 228
- Drafts 179
- Sent Items
- Deleted Items 2
- Junk Email
- Notes
- Archive
- Conversation Histo...
- Search Folders
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Focused Other

Other Emails (23)
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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.

Re: RFP – Cash Management and Treasury Service

To: Avery Blake; +1 other

No label

Send

What do you want this email to say?

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

Select suggested prompt or write your own

RFP – Cash Management a... Re: RFP – Cash Ma... Re: RFP – Cash Ma...

Outlook

Search

File Home View Help **Message** Insert Format text Draw Options

Team Daily Stand Up
09:00 Microsoft Teams Meeting

Copilot

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- Drafts
- rishona
- Inbox
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- Sent
- Deleted
- Junk
- Notes
- Archives
- Conversation History
- Search Folders
- Go to Groups

Focused Other

Other Emails (23)
Microsoft Power Automate; Microsoft

Send this email during most recipients' work hours: Mon, Jan 26 at 8:00 AM

Send To: Avery Blake; rishona.elijah@barhead.com

Re: RFP – Cash Management and Treasury Service

Draft saved at 00:50

Try an option below

- Keep it
- Discard

Modify content

- Make it shorter
- Make it longer
- Change Tone

Keep the draft

Thank you for sharing the details regarding the RFP for Cash Management and Treasury Service.

We appreciate the clarity on the requirements, including the account structure for AUD/SGD with virtual accounts, the Payments API with webhook callbacks and SLA targets, FX risk advisory for monthly SGD→AUD flows, and the implementation timeline of 12 weeks. The submission deadline of 30 September and confirmation by 12 June are duly noted.

Please let us know if there are any additional specifications or supporting documents required at this stage.

Thanks for details

AI-generated...

What do you want to do next?

- Keep it
- Discard

Modify content

- Make it shorter
- Make it longer
- Change Tone

Submission due: 30 September 2026. Please confirm participation by 12 June.

Regards, Priya

RFP – Cash Management a... Re: RFP – Cash Ma... Re: RFP – Cash Ma...

Outlook

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Inbox228

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Drafts179

rishona@rishonam...

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Conversation Histo...

Search Folders

Go to Groups

FocusedOther

Other Emails (23)

Microsoft Pow...

Today

Avery Bla

RFP – Cas

Hello tea

AB

Avery Bla

RFP – Cas

Hello tea

Yesterday

AB

Avery Blake

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MO

Microsoft Outlook

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AB

Avery Blake; Microsoft Outlook

Team Daily Stand Up(3)Sun 18:21

No preview is available.

Send this email during most recipients' work hours: Mon, Jan 26 at 8:00 AM

Schedule sendDismiss

SendTo: Avery Blake;

Re: RFP – Cash Management and Treasury Service

Draft saved at 00:53

Thank you for sharing the details regarding the RFP for Cash Management and Treasury Service.

We appreciate the clarity on the requirements, including the account structure for AUD/SGD with virtual accounts, the Payments API with webhook callbacks and SLA target, FX risk advisory for monthly SGD→AUD flows, and the implementation timeline of 12 weeks. The submission deadline of 30 September 2026 and confirmation by 12 June are duly noted.

Please let us know if there are any additional specifications or documentation required at this stage. We will review internally and confirm participation within the stipulated timeframe.

RFP – Cash Management a...Re: RFP – Cash Ma...Re: RFP – Cash Ma...

Make edits before sending

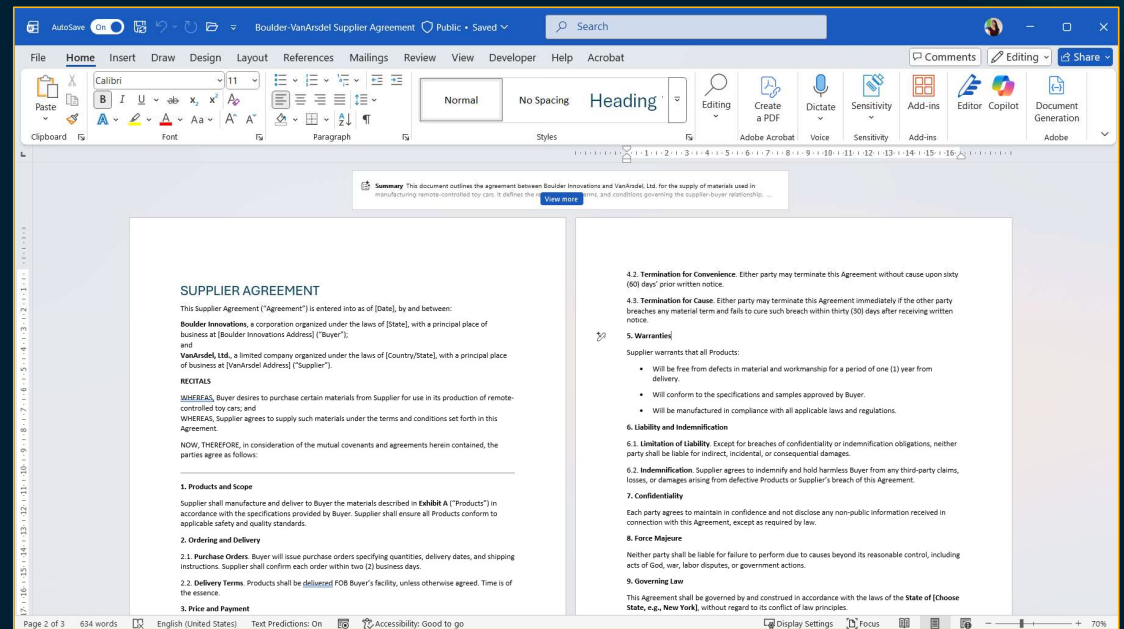
A single orange diagonal line is positioned to the left of the main text.

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.



Open the contract in Word

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.

AutoSave On

Boulder-VanArsdel Supplier Agreement

Public • Saved

Search

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ClipboardPasteParagraph

Calibri11

NormalNo SpacingHeading

EditingCreate a PDFDictateSensitivityAdd-insEditorCopilotDocument GenerationAdobe

CommentsEditingShare

Summary

SummaryInsightsActivity

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

AI-generated content may be incorrect

SUPPLIER AGREEMENT

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

Page 1 of 3634 wordsEnglish (United States)Text Predictions: OnAccessibility: Good to goDisplay SettingsFocus

AutoSave On

Boulder-VanArsdel Supplier Agreement Public • Saved

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File Home Insert Draw Design Layout References Mailings Review View Developer Help Acrobat

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Paragraph

Styles

Editing

Adobe Acrobat

Voice

Sensitivity

Add-ins

Editor

Copilot

Document Generation

Comments Editing Share

Summary

Insights

Activity

Key numbers

2 Business Days for Order Confirmation

Supplier must confirm each purchase order within two business days, ensuring prompt acknowledgment and processing [1].

Net 30 Payment Terms

Buyer is required to pay all undisputed invoices within 30 days from the invoice date, supporting predictable cash flow [2].

1-Year Initial Agreement Term

The Agreement remains in effect one year from the effective date providing a defined contractual period [3].

Suggested Q&A

1 What are the main responsibilities of the Supplier and Buyer under this agreement?

The Supplier is responsible for manufacturing and delivering the specified materials according to Buyer's specifications and ensuring quality and compliance with laws, while the Buyer issues detailed purchase orders and fulfills payment obligations as set forth in the agreement [1] [2].

2 How can either party terminate the agreement, and what notice is required?

Page 1 of 3

634 words

English (United States)

Text Predictions: On

Accessibility: Good to go

Display Settings Focus

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AutoSave On Boulder-VanArsdel Supplier Agreement Public • Saved Search

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Normal

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Work Web

Let's connect the dots

Message Copilot

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

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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

Page 1 of 3 634 words English (United States) Text Predictions: On Accessibility: Good to go

Display Settings Focus

AutoSave On

Boulder-VanArsdel Supplier Agreement

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Editing

Create a PDF

Dictate

Sensitivity

Add-ins

Editor

Copilot

Document Generation

Comments

Editing

Share

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

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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:

Let's connect the dots

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](#)

See more

M365 Copilot

Page 1 of 3

634 words

English (United States)

Text Predictions: On

Accessibility: Good to go

Display Settings

Focus

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Boulder-VanArsdel Supplier Agreement

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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

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:

WorkWeb

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

Message Copilot

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Page 1 of 3

634 words

English (United States)

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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:

WorkWeb

- Follow notice requirements for amendments, assignment and formal communications. (Clause 10.2-10.4) [Boulder-VanArsdel Su...](#)

If you want, I can also turn this checklist into a table or rewrite it in a style suitable for an email or briefing.

Sources

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

format of the checklist

the team with this checklist

st critical obligations

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

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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

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RECITALS

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WHEREAS, Supplier agrees to supply such materials under the terms and conditions se Agreement.

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

WorkWebAuto

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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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)

Boulder-VanArsdel Su...

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.

Include continuous improvement or cost-reduction commitments if

... a negotiation brief for the supplier

... an email to the supplier outlining these issues

... a table summarizing the must-fix items

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

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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:

WorkWeb

Copilot

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

Email subjectRequest for revisions to the Supplier Agreement

Email bodyHi 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

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Summary

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WorkWeb

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

Edit in Outlook

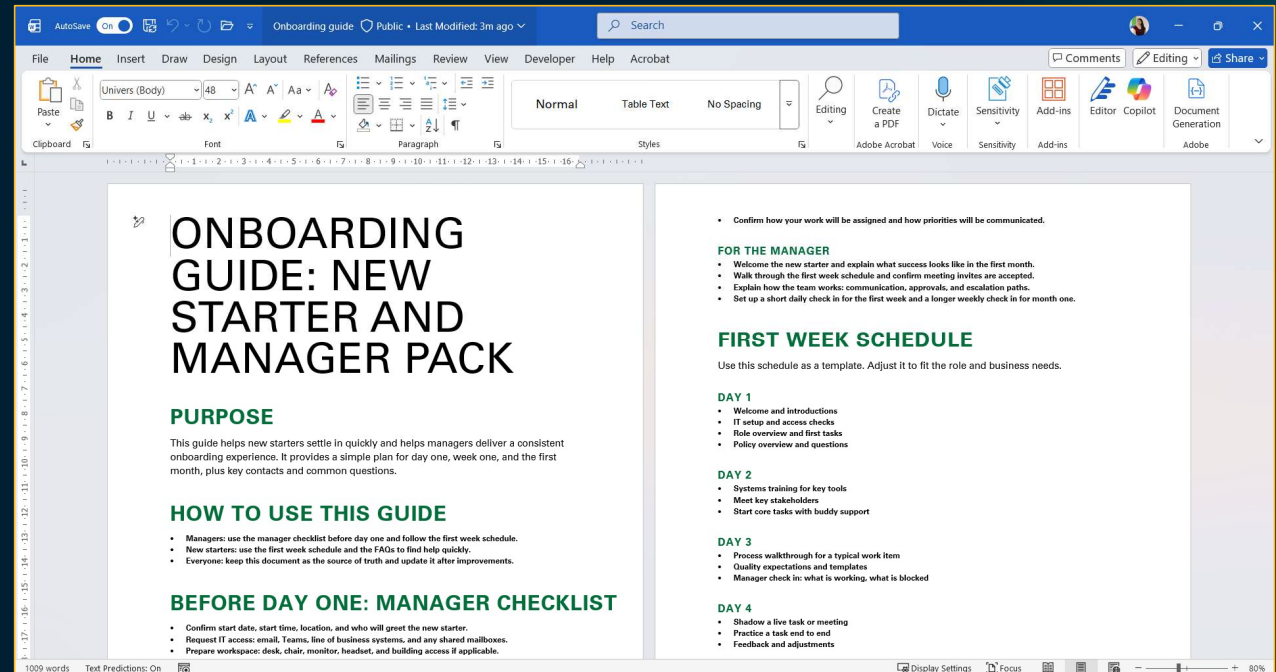
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Create an onboarding
presentation for new starters

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.



1

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 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

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Reference files

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Guide document

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 Onboarding guid...



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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

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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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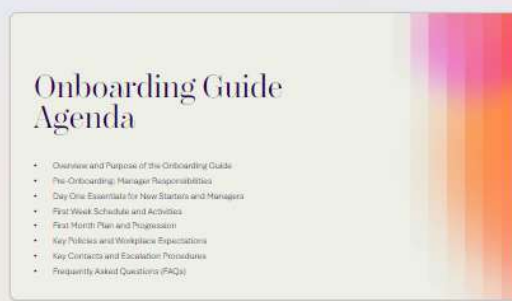
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Onboarding Guide for New Starters and Managers



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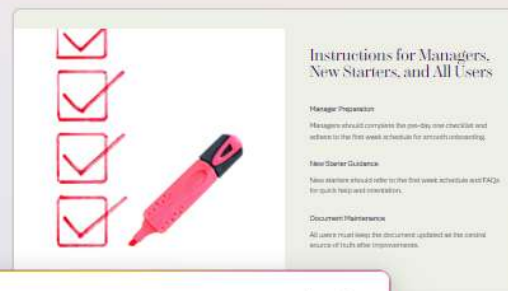
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Overview and Purpose of the Onboarding Guide



3



Keep it

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1 Onboarding Guide for Ne...
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Onboarding Guide for New Starters and Managers

2 Onboarding Guide Agenda

3 Overview and Purpose of t...
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Overview and Purpose of the Onboarding Guide

4 Purpose and Scope of the Guide

5
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Essential steps for successful integration and support

Onboarding Guide for New Starters and Managers

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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.

Slide 1 of 22English (Australia)Accessibility: Investigate

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Gather feedback on the presentation

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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

Essential s integration

Onboarding Guide for New Starters and Managers

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

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Essential steps for successful integration and support

Onboarding Guide for New Starters and Managers

WorkWebAuto

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

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Slide 1 of 22

English (Australia)

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Onboarding Guide for New Starters and Managers

Essential steps for successful integration and support

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

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14 Weekly Milestones and Development Guide

15 Key Policies and Workplace Expectations

16 Code of Conduct, Ethics, Flexible Work, and Confidentiality

17 Security, Personal Health and Safety, and Communication

18 Key Contacts and Escalation

Create a new presentation

Create a new presentation with file

Add a slide

Summarize this presentation

Translate this presentation

Ask Copilot

Add a slide

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.

Improve the presentation with a new slide

This slide references information from the following file: https://barheadsolutionspty-my.sharepoint.com/personal/rishona_elijah_barhead_com/_layouts/15/Doc.aspx?sourcedoc=%7B7BAD9211B2-358F-4938-9975-125554342772&id=015754342772&parentid=015754342772

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Start with a prompt

...the pros and cons of [topic] from file

Files

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- VanArsdel_RFP
Rishona Elijah modified 8 hours ago
- Onboarding guide
Rishona Elijah modified 10 hours ago
- Flexible work policy**
Rishona Elijah modified December 24, 2013
- HR records and record keeping policy

Slide 16 of 22 English (Australia) Accessibility: Good to go

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15 Key Policies and Workpl...
16 Guide of Conduct, Leave, Flexible Work and...
17 Key Policies and Workplace Expectations
18 Key Contacts and Escala...
19 Essential Contacts for Support

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Slide 16 of 22 English (Australia) Accessibility: Good to go

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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



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14

Weekly Milestones and Development Guide

15

Key Policies and Workplace Expectations

16

Code of Conduct, Terms, Flexible Work, and Confidentiality

17

Common Flexible Work Arrangements

18

Security, Privacy, Health, and Policy and Communication

Common Flexible Work Arrangements

Remote Work

Employees work from locations outside the traditional office, often from home or other remote settings.

Flexible Hours

Employees choose their working hours, allowing for a schedule that fits personal needs and productivity.

Coworking Spaces

Workers use shared office spaces that offer flexibility, networking, and amenities outside traditional offices.

Slide 17 of 23

English (Australia)

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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.





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Prompt Coach

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Health Day Support Bot

Microsoft 365 Admin

Apps

Rishona Elijah



M365 Copilot

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agent in M365
Copilot Chat

Hi, how can I help?

Tools



Researcher

Is a close collaborator



List key points from
[VanArsdel_RFP.docx](#)

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Diagnose why [device/software](#) is
not performing as expected an...

See more



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Prompt Coach

Skills (Frontier)

Microsoft 365 Admin

Learning (Frontier)

Apps

RE Rishona Elijah



M365 Copilot



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

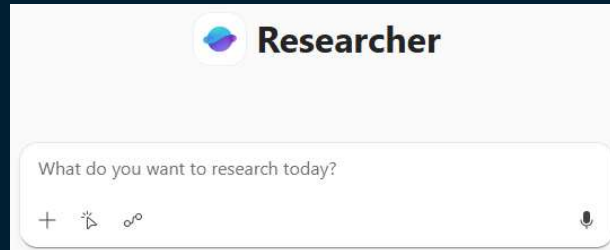
Help me prepare for my meetings next week.



Daily briefing

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

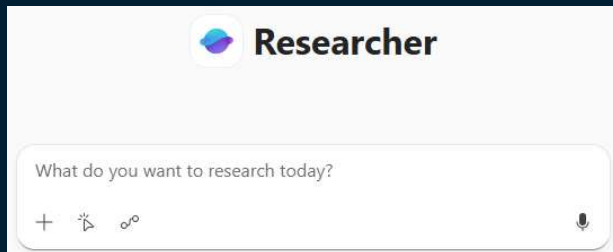
Uses for Researcher



Copilot	Researcher
• General assistance (writing, coding, productivity)	• In-depth research, technical investigation
• Surface-level detailed	• Deep, multi-source analysis
• Web search, image generation	• Specialised tools for academic databases, citation management
• Conversational, adaptable tone	• Formal, structured, academic tone
• Follows user prompts	• Proactively suggests next steps, identifies gaps
• May provide general references	• Provides formal citations
• Emails, summaries, code help, brainstorming	• Academic writing, technical reports, policy analysis, scientific reviews

Uses for Researcher

AKKODIS



Law change brief

Research recent law changes and how it impacts company policies

Workplace investigation preparation

Turn incident notes and policies into a chronology, evidence checklist, and interview questions.

Contract and vendor research

Research common contract risks and draft negotiation talking points, backed by sources and examples.

Policy and process update justification

Create a decision brief explaining why a process is changing, what to update, and how to communicate it.



Researcher



Researcher



Analyst



Prompt Coach



Skills (Frontier)



EcoSense sales assistant



Health Day Support Bot



New agent



All agents

Notebooks



Construction F



Fabrikam Mob



Apps



Rishona Elijah

M365 Copilot ⓘ



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](#).



Researcher > Recent Australian SMB Employment Law Changes Summary



Researcher



Analyst



Prompt Coach

Respond to
clarifying
questions

Notebooks



Construction Project for Clie...



Fabrikam Mobile Banking Ap...



Apps



Rishona Elijah

M365 Copilot

Before I begin the research, could you clarify a couple of things so I can tailor the brief to your needs?

1. Are you looking for changes at the federal level only, or should I also include state-specific legislation (e.g. NSW)?
2. Would you like the brief to include implications or recommendations for SMBs, or just a factual summary of the changes?

Once I have your input, I'll get started — or if you'd prefer I use my best judgement, just let me know to go ahead.

Choose your report length

Short

1 to 5 pages

Long

5+ pages

Just cover federal changes

Include both federal and NSW laws



Create a short report, federal level. Don't include recommendations yet.

Create a short report, federal level. Don't include recommendations yet.





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Researcher > Recent Australian SMB Employment Law Changes Summary



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



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Sources



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Follow-Up Email with Meeting ...

VanArsdel RFP Requirements a...

Pricing Estimate for 200-Room ...

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Project Milestones and Timelin...

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Top Social Media Trends for Fit...

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Daily Briefing: Emails, Meetings...

Meeting Preparation for Mobile...

Schedule 30-Minute Check-In ...

Schedule Morning Check-In on ...

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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:

Leave Entitlements

Extended paid parental leave (now 24 weeks) and new protections for stillbirth cases.

Flexible Work

"Right to disconnect" now covers all employers; casuals get a new pathway to permanency.

Pay Conditions

Wage underpayment (wage "theft") criminalised; equal pay enforced for labour hire workers.

Record-Keeping

Tighter payslip requirements and stiffer penalties for non-compliance by employers.

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. [prosperlaw](#) [employerservices](#)
- "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"), amending the Fair Work Act to strengthen

Summarise the key compliance actions for SMBs

Highlight the most urgent changes to implement now

+

Computer use

Sources

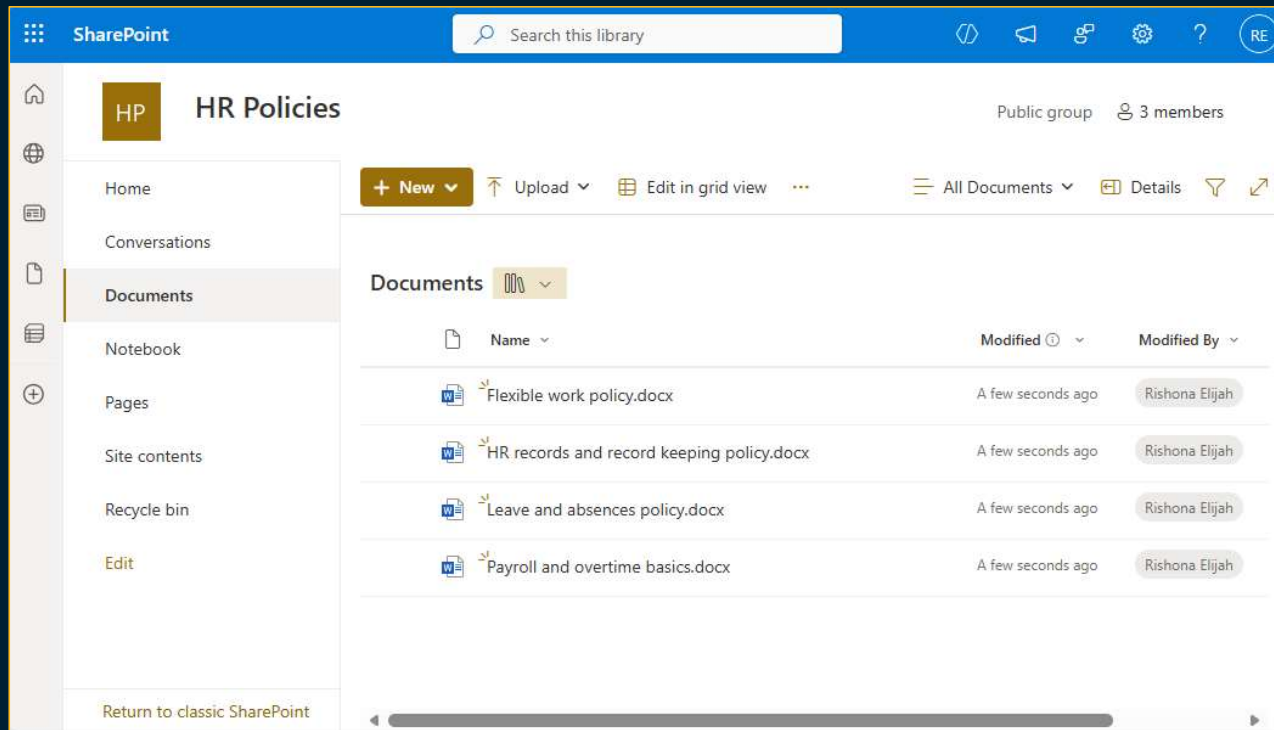
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Map law changes to your policies

Map law changes to your policies

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





EcoSense sales assistant



Health Day Support Bot



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Recent Australian SMB Employment...

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

winterconsulting +1 fairwork +1



People

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Sites

Other



HR records and record keeping policy

Created 7 minutes ago



HR Policies

<https://rishonamvp.sharepoint.com/sites/HRPolicies>



Attach
SharePoint site
in your prompt

Using the policies found in /HR PO



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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. fairwork +1

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



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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 24 weeks (from 18 weeks) for births or adoptions from 1 July 2025 beswicklynch . Also add that any employer-paid parental leave cannot be cancelled due to stillbirth or infant death , in line with "Baby Priya's law" (Fair Work Amendment 2025) hcamag +1 .	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

 Infographic

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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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Workplace Policy Compliance Updates

Preview   ...

Workplace Policy Compliance

Key Legislative Updates

A concise summary of critical

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.

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.

 **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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Draft a manager brief



Researcher > Recent Australian SMB Employment Law Changes Summary



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Researcher

✓ An HTML infographic poster summarizing the Workplace Policy Compliance Updates for 2025 has been created in the canvas.

Sources >



Researcher

Here's your new page:



Manager Brief...



Create a manager brief, following the template attached. Keep it plain English and cite sources.



Manager Brief...



Create a manager brief, following the template attached. Keep it plain English and cite sources.



Computer use



Sources



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AutoSave

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Manager Brief template - Compatibility Mode



Public • Last Modified: 47m ago



File

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Design

Layout

References

Mailings

Review

View

Developer

Help

Acrobat

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Editing

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Template: Manager Brief

Topic: [Insert topic]

Audience: Managers

Date: [Insert date]

Key message

[In one sentence: what is changing and why]

What managers need to do

- [Action 1]
- [Action 2]
- [Action 3]

What not to do

- [Avoid 1]
- [Avoid 2]

FAQs

- Question: [] Answer: []
- Question: [] Answer: []
- Question: [] Answer: []

Escalation triggers

- [When to involve People and culture]
- [When to involve Legal counsel]





Researcher > Recent Australian SMB Employment Law Changes Summary



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Manager Brief t...

Create a manager brief, following the template attached. Keep it plain English and cite sources.

Researcher

Working...

Processing your request...



Here's your manager brief, tailored to the recent Australian employment law changes affecting SMBs:

[Download the Manager Brief – Employment Law Updates](#)

Let me know if you'd like a version tailored for employees, or if you'd like to add recommendations or training notes for managers.

Sources



Make an employee version of the brief

Add practical recommendations for managers



Computer use



Sources



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Manager Brief Employment Law Updates - Compatibility Mode Public • Saving...

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FileHomeInsertDrawDesignLayoutReferencesMailingsReviewViewDeveloperHelpAcrobat

CommentsEditingShare

123456789101112131415

Manager Brief

Topic: Employment Law Changes – HR Policy Updates

Audience: Managers

Key message

Recent changes to Australian employment law affect leave entitlements, flexible work, pay compliance, and record-keeping.

What managers need to do

- Update team rosters and expectations to reflect the new Right to Disconnect from 26 August 2025 (Fair Work Amendment Act 2024).
- Ensure casual employees with 12+ months of service are informed of their right to request permanent roles (Fair Work Amendment Act 2024).
- Review and apply new parental leave entitlements, including 24 weeks paid leave and stillbirth protections (Paid Parental Leave Amendment Act 2024; Baby Priya's Law).

What not to do

- Do not contact employees outside of work hours unless it's urgent or agreed in advance (Right to Disconnect).
- Do not ignore casual conversion requests or fail to respond within 21 days (Fair Work Act s.66B).

FAQs

- Question: What is the Right to Disconnect? Answer: Employees can refuse unreasonable work contact outside their normal hours from 26 August 2025. Exceptions apply for emergencies or agreed availability.
- Question: What is the Right to Disconnect? Answer: Employees can refuse unreasonable work contact outside their normal hours from 26 August 2025. Exceptions apply for emergencies or agreed availability.
- Question: What is the Right to Disconnect? Answer: Employees can refuse unreasonable work contact outside their normal hours from 26 August 2025. Exceptions apply for emergencies or agreed availability.

Escalation triggers

- If unsure how to handle a flexible work or parental leave request, or if a team member raises concerns about pay or hours.
- If you receive a formal complaint or legal threat related to wage underpayment, leave entitlements, or right to disconnect.

Page 1 of 2271 wordsEnglish (United States)Text Predictions: OnAccessibility: Good to go

Display SettingsFocus79%

Turn the brief into a video for managers

What do you want to create?

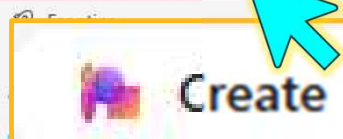


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More...

Describe what you want to create

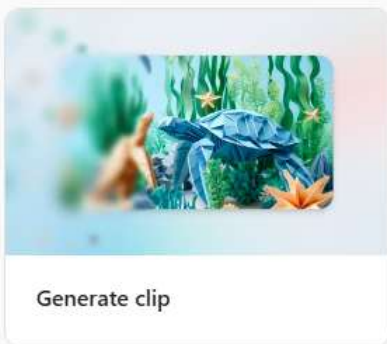
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Brand and colour

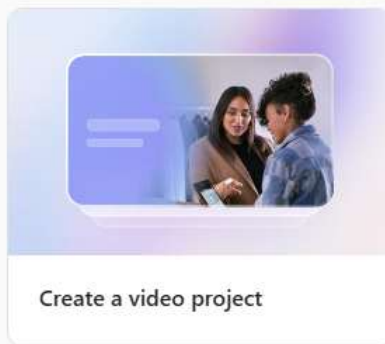
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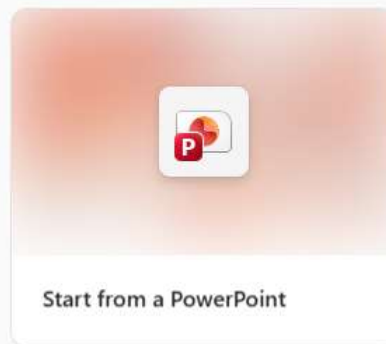
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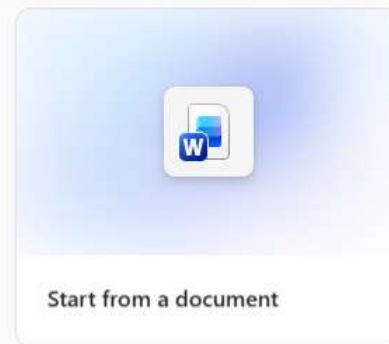
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Start from a PowerPoint



Start from a document

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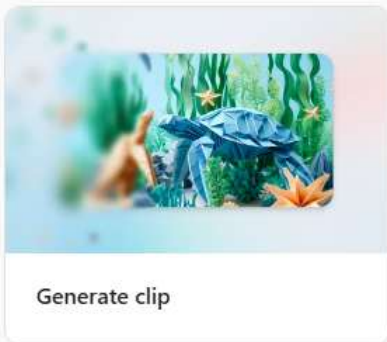
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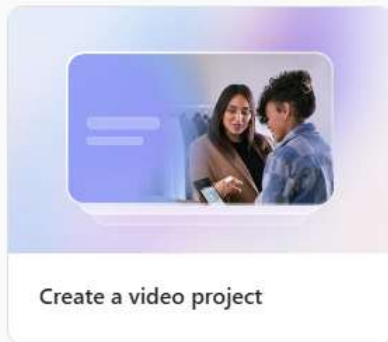
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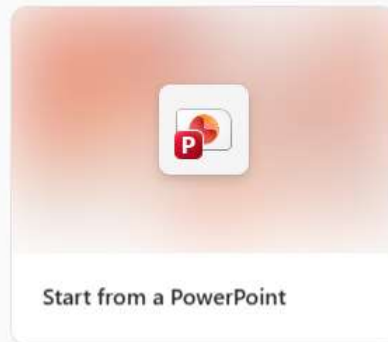
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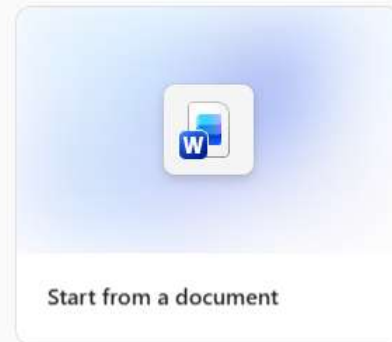
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Attach the **Manager Brief Word doc**

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Payroll and overtime basics
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HR records and record keeping policy
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Leave and absences policy
Created about an hour ago

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Replace media

Employment laws are changing



0:00 / 2:46

Transcript

Edit this transcript to make changes to the voiceover.

Introduction

Australian employment laws are changing—and every manager must be prepared.

Key Changes

Recent amendments now impact leave entitlements, flexible work arrangements, pay compliance, and record-keeping. Staying informed is essential—for your team, your organisation, and you as a leader.

Right to Disconnect

From 26 August 2025, the Right to Disconnect takes effect. This means employees can now refuse unreasonable work contact outside their normal hours, unless there's an emergency or prior agreement.

Manager Responsibilities

As a manager, you'll need to update team rosters and clarify expectations—ensuring everyone knows when they're truly off the clock.

Transform

Transcript

Adjust

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**Staff can refuse
unreasonable
after-hours
contact**



Adjust

Make changes to your current video.



Music

Original



Voice

Fable

Emma

Cheerful, light-hearted, casual

Ava

Pleasant, friendly, caring

Andrew

Confident, casual, warm

Davis

Soothing, calm, smooth

Fable

Measured, spirited, quick



Transform



Transcript



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Stay
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Exporting Employment Law Updates What Managers Need to Know.mp4

1 minutes, 26 seconds remaining

Cancel

2:01 / 2:46

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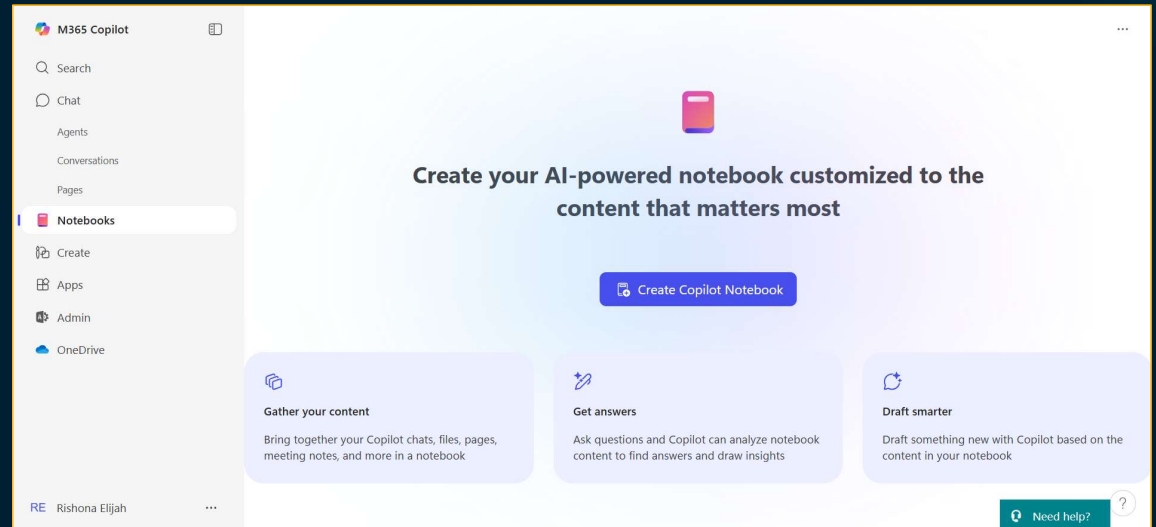
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Manage initiatives with Notebooks

Notebooks

AI workspace that grounds Copilot answers in your selected files

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



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Paste Font Paragraph Styles Editing Create a PDF Dictate Sensitivity Add-ins Editor Copilot Document Generation

Hospital Construction Compliance Checklist

Purpose: Track key compliance requirements. This checklist is synthetic demo data created for demonstration purposes only.

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

Page 1 of 1 489 words English (Australia) Text Prediction

AutoSave On Construction Stakeholder Meeting Transcript - C... P... Last Modified: 23/10/2025

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Comments Editing

Summary The document is a project meeting update discussing the progress of early works, including completed surveys and submission of a development application, resource planning for enabling works, and the need for clarity on site access times. It highlights completed tasks and upcoming milestones. [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 lining up resources, but we'll need clarity on site access times.

Sophie: Just a reminder, any changes to the design need to be approved by the planning team before we proceed with construction.

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

Emma: Good point, Grace. Liam, can we discuss the site access times with the contractor?

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

Raj: It's doable, but we'll need to check with the contractor on the specifics.

Sophie: While we're on it, dust control measures should be in place for the early works.

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G21

ID	Task	Owner	Phase	Start	Finish	Duration (days)	Predecessors	Milestone
T-001	Project initiation & governance established PMO	Project Manager	Planning	2025-08-18	2025-08-22	10		FALSE
T-002	Site due diligence & surveys complete	Project Manager	Planning	2025-08-23	2025-09-01	15	T-001	FALSE
T-003	Development Application (DA) submitted	Project Manager	Planning	2025-09-02	2025-09-02	0	T-002	TRUE
T-004	Schematic design freeze	Design Lead	Design	2025-09-22	2025-10-11	21	T-003	TRUE
T-005	Design development & coordination	Design Team	Design	2025-10-14	2025-11-13	35	T-004	FALSE
T-006	Procurement strategy approved	Commercial Lead	Procurement	2025-11-11	2025-11-26	14	T-004	TRUE
T-007	Early works package awarded	Commercial Lead	Procurement	2025-11-26	2025-12-11	15	T-006	TRUE
T-008	Main works contract award	Commercial Lead	Procurement	2026-01-05	2026-01-05	0	T-005;T-006	TRUE
T-009	Structure & envelope complete	Construction Manager	Construction	2026-01-06	2026-05-05	119	T-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	2026-08-21	49	T-010	FALSE
T-012	Clinical equipment install & ICT integration	Clinical Engineering	Commissioning	2026-07-14	2026-08-22	40	T-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	2026-09-22	40	T-011;T-012	FALSE
T-015	Go-live (open new wing)	Executive Sponsor	Handover	2026-09-23	2026-09-23	0	T-013;T-014	TRUE

Page 1 of 1 324 words English (United States) Text Predictions: On Accessibility

You have multiple files relating to a project.



Work

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Horizon Energy Cont



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Top Social Media Trends for Fit

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Daily Briefing: Emails, Meetings, ...



Apps



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

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... 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



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Fabrikam Mobile Banking App Strategic Report 2025



Yesterday



Horizon Energy Contract



Yesterday



Performance Review



Yesterday



Financial Wellness App



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Tips



Gather your content

Bring together your files, pages, notes, and

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Ask questions and Copilot can analyse

Start creating

Draft something new with Copilot based on

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

Selected references:



Hospital Constr...



Hospital Constr...



Create

Cancel

Add files and
websites to
the notebook

Construction Pro... 1

Overview Frontier

Created content

New page

Quick create

Quick create with Copilot

Audio overview

Study guide

2 References

Hospital Constr

Hospital Construction Complia...

Construction Proje...

You're viewing read-only content.

Summary

- The notebook consolidates a compliance checklist for a new hospital wing across planning, design, construction, and commissioning, alongside a project schedule and cost tracker for major build activities. 1 2 3 4

Compliance items span approvals, environmental impacts, safety, waste, and infection control, and status. 1 2

Physical works largely completed or in progress, with upcoming activities focused on medical equipment setup and final inspection, each tracked with start/end dates, budgets, and actual costs. 3 4- Emerging themes include schedule alignment between compliance and build stages, specific "at risk" and "open" items, and small cost variances across several major work packages. 1 2 3 4

Key Insights

The project tightly couples construction phases with a structured compliance pathway. The [Hospital Construction Compliance Checklist](#) maps requirements from planning

Chat

Ask about your content

Message Copilot

+ 🔊

Provide a detailed explanation of [topic] in this notebook

Draft an abstract with 5 citations listed from my References

Describe common themes in my notebook

?

Construction Pro... 1

Overview Frontier

Created content

New page Quick create

2 References

Hospital Construction Project

Hospital Construction Complia...

Construction Proje...

You're viewing read-only content.

Summary

- The notebook consolidates a compliance checklist for a new hospital wing across planning, design, construction

Customise

Format

Narration Dialogue

Style

Professional Casual

Voice

Ava/Staffan Ava/Andrew

Duration

Shorter Medium Longer

Any additional customisations (optional)

For example: "Focus on research insights" or, "Simplify for a general audience"

Generate audio

Key Insights

The project tightly couples construction phases with a structured compliance pathway. The [Hospital Construction Compliance Checklist](#) maps requirements from planning

Chat

Ask about your content

Message Copilot

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Describe common themes in my notebook

Construction Pro... 1

Overview Frontier

Created content

New page Quick create

2 References

Hospital Construction Project

Hospital Construction Complia...

Const...

You're viewing read-only co

Summary

- The notebook contains a compliance check for a hospital wing across design, construction, and commissioning, alongside a project schedule and cost tracker for major build activities. 1 2 3 4
- Compliance items span approvals, environmental impacts, fire safety, accessibility, HVAC, medical gases, waste, and commissioning of essential services and infection control, each with owners, due dates, and current status. 1 2
- The construction schedule shows core physical works largely completed or in progress, with upcoming activities focused on medical equipment setup and final inspection, each tracked with start/end dates, budgets, and actual costs. 3 4
- Emerging themes include schedule

Chat

Ask about your content

Extract all milestones, deadlines, and current status updates. Create a timeline grouped by phase (Planning, Design, Procurement, Construction, Commissioning, Handover).

Provide a detailed explanation of [topic] in this notebook

Draft an abstract with 5 citations listed from my References

Describe common themes in my

Chat about
your files

Ask about your content

Extract all milestones, deadlines, and current status updates. Create a timeline grouped by phase (Planning, Design, Procurement, Construction, Commissioning, Handover).

Provide a detailed explanation of [topic] in this notebook

Draft an abstract with 5 citations listed from my References

Describe common themes in my

Share
notebook with
team



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](#)

Members (1)

RE

Rishona Elijah

Owner

Invite

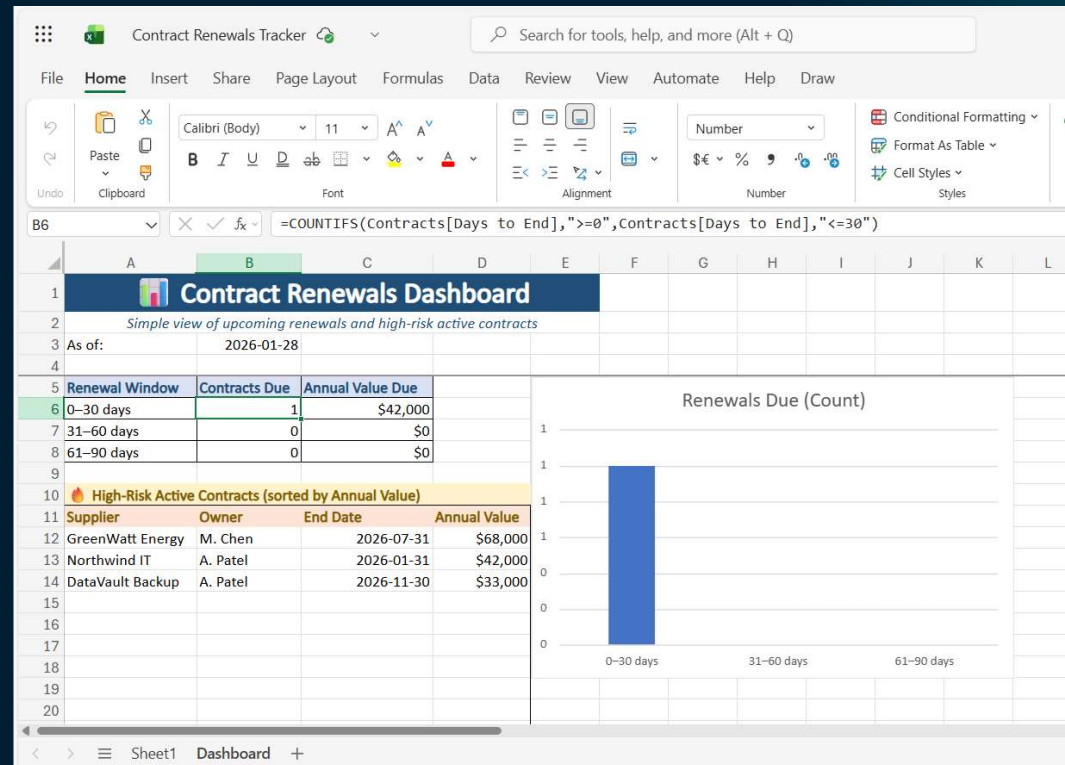


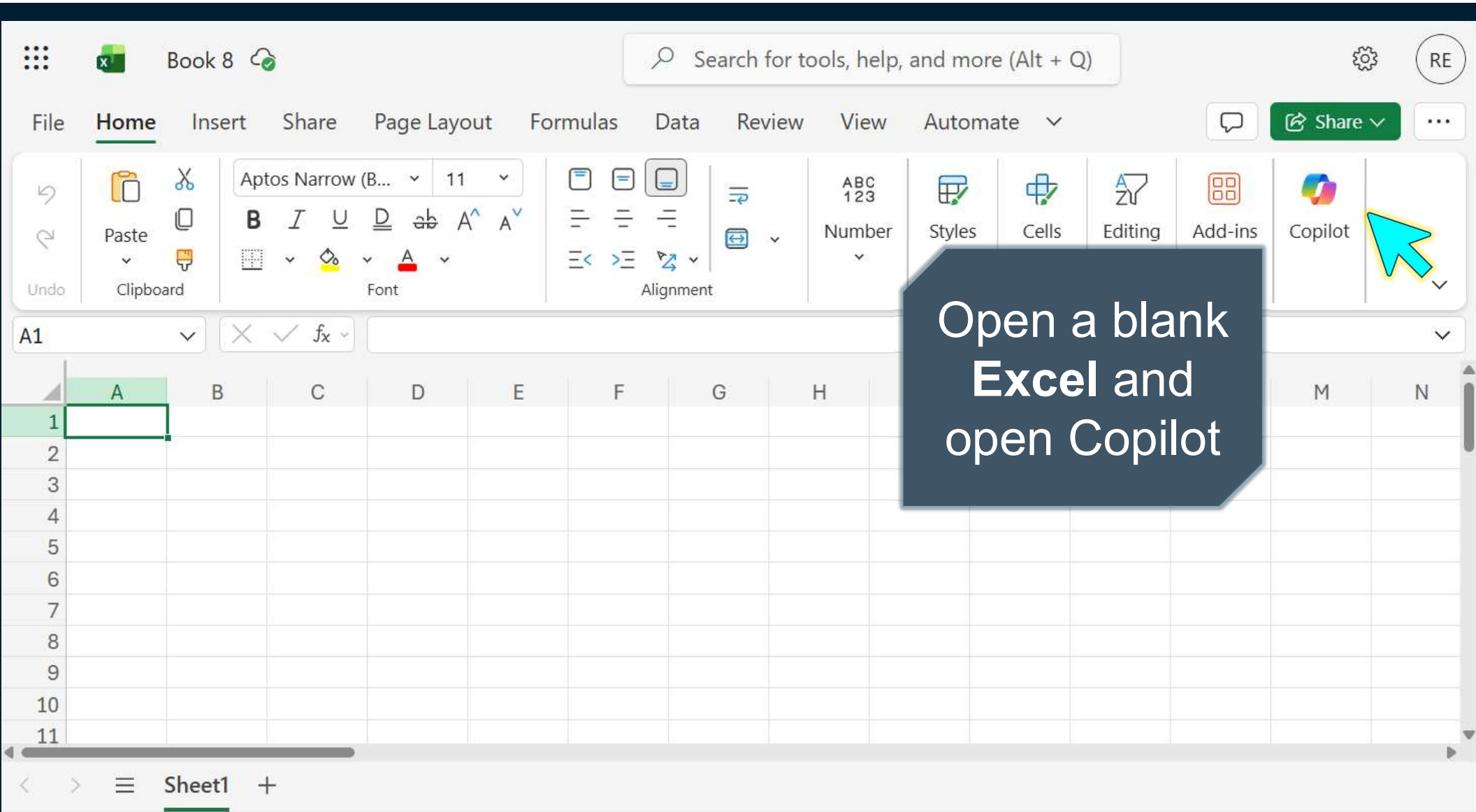
Create a contract renewals tracker

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.





Contract Renewal Tracker

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

RE

File

Home

Insert

Share

Page Layout

Formulas

Data

Review

View

Automate

Help

Draw

Undo

Paste

Clipboard

Calibri (Body)

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Conditional Formatting

Format As Table

Cell Styles

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Editing

Editing

Add-ins

Add-ins

Copilot

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	A	B	C	D	E	F	G	H	I	J
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16										

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Sheet1

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Chat

Auto

X

Let's edit together

①

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.

X

→

< > ≡ Sheet1 +

Auto

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

- Notice Date (auto-calculated)

Describe what you'd like to create or edit

AI-generated content may be incorrect

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

← Chat

Auto ▾

- 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

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

< > ≡ Sheet1 +

The screenshot displays a Microsoft Copilot chat window. At the top, there is a header bar with a back arrow, the word "Chat", an "Auto" dropdown menu, and a green icon with a white pencil. The main chat area has a light gray background. A system message, indicated by a blue circular icon with a white checkmark, reads: "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." Below this, the Copilot icon (a blue circle with a white 'C') and the name "Copilot" are shown. The response from Copilot is "Reasoned in 8 steps" followed by a right-pointing chevron. A green checkmark icon is next to the heading "Dashboard created!", which is followed by a small bar chart icon with three bars of increasing height. The body of the response states: "I added a new 'Dashboard' sheet that shows:" followed by a bulleted list: "• Renewals due in 0–30, 31–60, and 61–90 days (with count + total annual value)" and "• A High-Risk Active Contracts list (sorted by Annual Value, only non-expired)". At the bottom of the chat window is a white input field with the placeholder text "Describe what you'd like to create or edit". Below the input field is a toolbar containing the Microsoft Teams logo, a close button (an 'X' in a circle), and a globe icon.

Undo

PasteClipboard

Calibri (Body)11

B*I*UDab^{A^}_{A^}

Alignment

Number

\$€%‰^{1/2}_{1/4}

Number

Conditional Formatting

Format As Table

Cell Styles

Styles

Insert

Delete

Format

Cells

Editing

Add-ins

Copilot

B6

fx

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

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Contract Renewals Dashboard

Simple view of upcoming renewals and high-risk active contracts

As of: 2026-01-27

Renewal Window	Contracts Due	Annual Value Due
0–30 days	1	\$42,000
31–60 days	0	\$0
61–90 days	0	\$0

High-Risk Active Contracts (sorted by Annual Value)

Supplier	Owner	End Date	Annual Value
GreenWatt Energy	M. Chen	2026-07-31	\$68,000
Northwind IT	A. Patel	2026-01-31	\$42,000
DataVault Backup	A. Patel	2026-11-30	\$33,000

Renewals Due (Count)

0–30 days31–60 days61–90 days

A single orange diagonal line is positioned to the left of the main text.

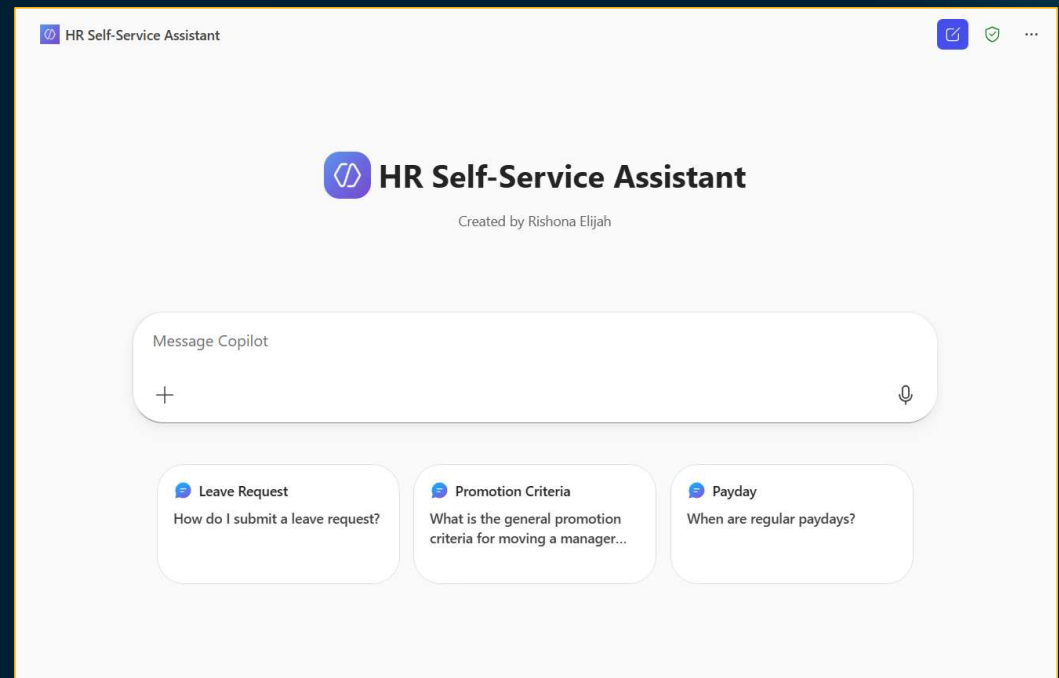
Create an HR self-service agent
for employees

Create an HR self-service agent for employees

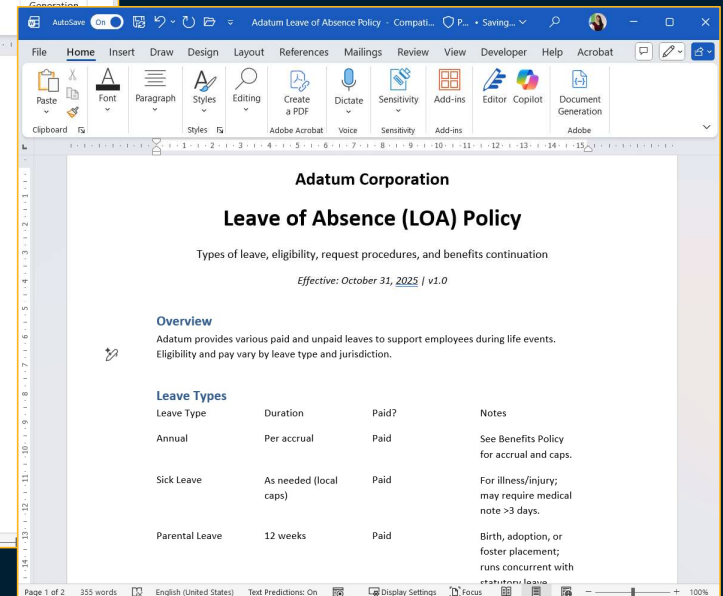
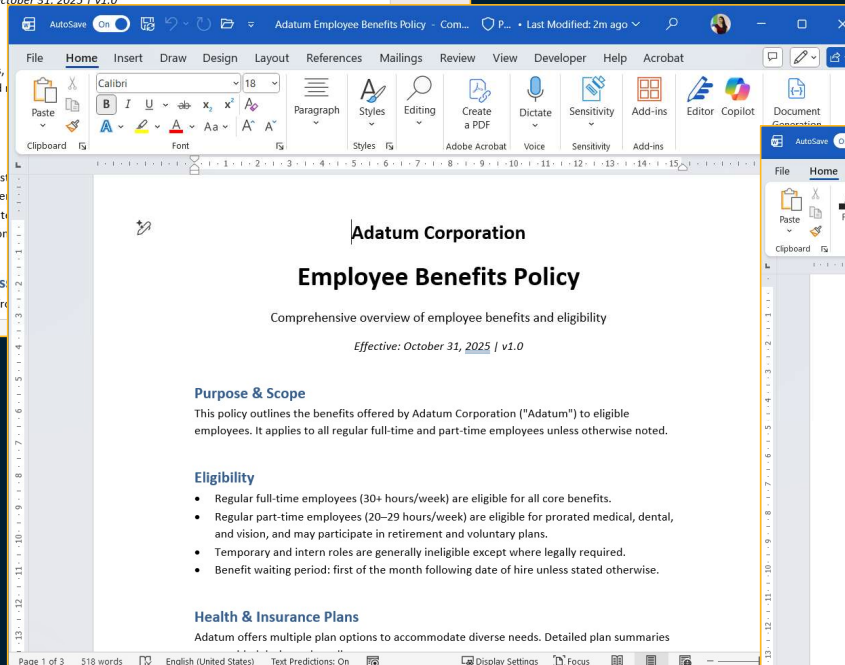
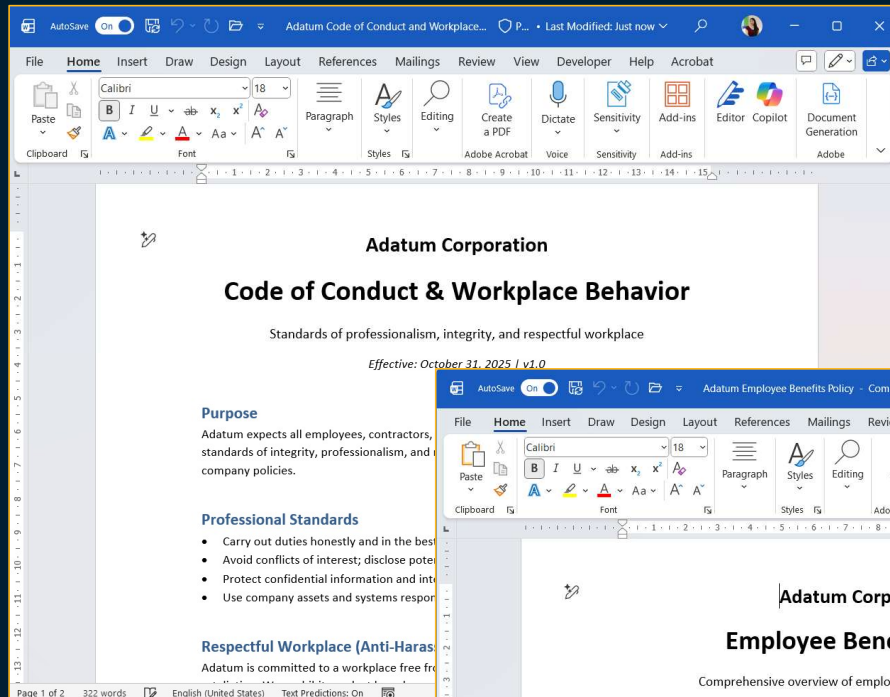
AKKODIS

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





AC

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

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Adatum Relocation Policy.docx

A few seconds ago

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Adatum Remote Work and Flexible Schedule Policy.docx

A few seconds ago

Rishona Elijah

Upload the policies to a company-wide SharePoint site.



Work

Web

Go to Copilot Chat and create a 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

M365 Copilot

What can I help you with?

Message Copilot

Tools

C

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

X

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

E

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

See more



New agent



Copilot

Every employee
has a Copilot



Agents

Every business
process transformed
by agents

Common uses

AKKODIS



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



Agent Builder > New Agent

Create



Library



Create



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Agents



Researcher



Analyst



Prompt Coach



Skills (Frontier)



Workforce Insights (Frontier)



EcoSense sales assistant

New agent



All agents



Apps



Rishona Elijah



M365 Copilot ⓘ

Describe

Configure

Try it

Describe

Create an agent you do

Create an HR support agent to answer common questions



Add content



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[cookies](#)



Agent Builder > New Agent

Create



Library



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EcoSense sales assistant

New agent

... All agents



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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



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Agent Builder > HR Self-Service Assistant



Draft auto-saved

Create



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



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M365 Copilot ⓘ

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



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Workforce Insights (Frontier)

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New agent

All agents

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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.



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M365 Copilot ⓘ

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.

" "



Agents



New agent



Notebooks



M365 Copilot ⓘ



Agent Builder > HR Self-Service Assistant

Create



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 ⓘ



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Agent Builder > HR Self-Service Assistant

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Analyst



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Workforce Insights (Frontier)



EcoSense sales assistant

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All agents

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M365 Copilot ⓘ

Describe

Configure

T

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



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New agent

... All agents

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M365 Copilot



Agent Builder > HR Self-Service Assistant

Create



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

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cookies



Agent Builder > HR Self-Service Assistant

Create



Library



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Frontier

Agents



Researcher



Analyst



Prompt Coach



Skills (Frontier)



Workforce Insights (Frontier)



EcoSense sales assistant

New agent

... All agents

Notebooks



Performance Review



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Rishona Elijah



M365 Copilot

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](#)

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EcoSense sales assistant

New agent

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RE Rishona Elijah

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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



Researcher



Analyst



Prompt Coach



Skills (Frontier)



Workforce Insights (Frontier)



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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.



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.



Create

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

Workforce Insights (Frontier)

EcoSense sales assistant

New agent

All agents

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M365 Copilot

Describe

Configure

Try it

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.

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





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Agent Builder > HR Self-Service Assistant

Update



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

The knowledge
documents c

If you'd like to
Test chat.

When you're
share it with

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



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Agents



Notebooks



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HR Self-Service Assistant



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...
- **Record your time away** each pay period, following the usual timekeeping steps. Adatum Leave of Abs...

What types of leave can I apply for?

How do I check my leave balance?



Message Copilot



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A single orange diagonal line is positioned to the left of the main text.

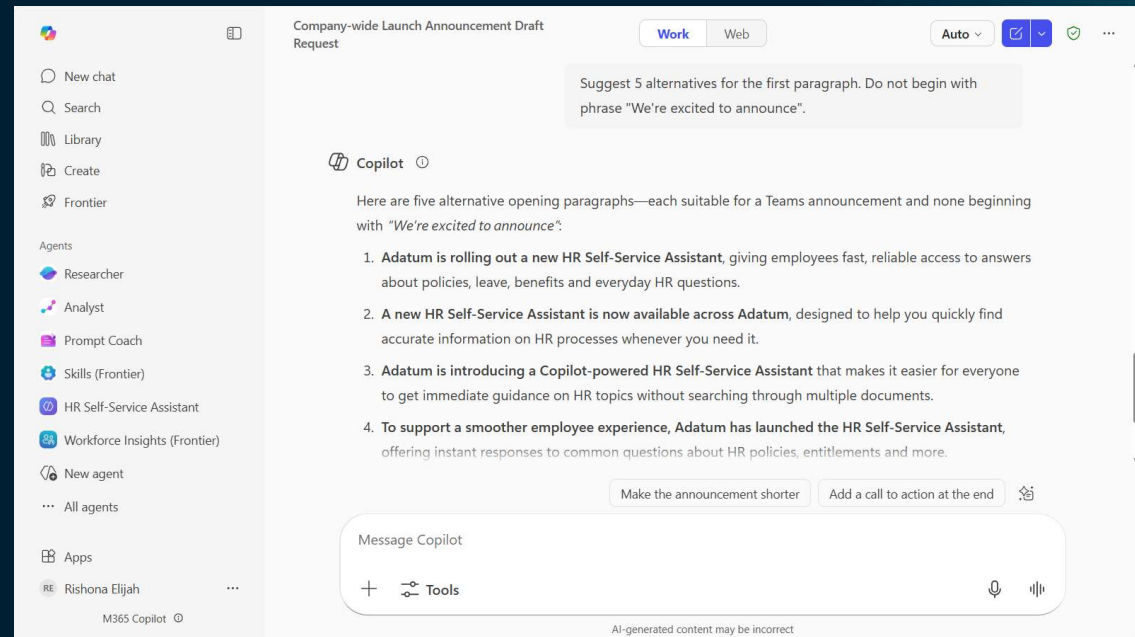
Draft an announcement

Draft an announcement

AKKODIS

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

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Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)

New agent

All agents

Apps

Rishona Elijah

M365 Copilot

Work

Web

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



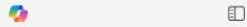
What's the latest from **rishona.elijah+1@barhead.com** ,...

Is a close collaborator



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

See more



New chat

Search

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Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)

New agent

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Chats



Company-wide Launch Announ...

How to Submit a Leave Request

Apps

Rishona Elijah



M365 Copilot

Work

Web

Auto



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 empowers every employee with instant access to HR information and helps you find answers when you need them.

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

www.adatum.com.au



Work

Web

Auto



New chat

Search

Library

Create

Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)



...



Apps

RE

Rishona Elijah

...

M365 Copilot

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".

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+ Tools



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Company-wide Launch Announcement Draft Request

Work

Web

Auto ▾



New chat

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Frontier

Agents

Researcher

Analyst

Prompt Coach

Skills (Frontier)

HR Self-Service Assistant

Workforce Insights (Frontier)

New agent

All agents

Apps

RE Rishona Elijah



M365 Copilot ⓘ

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



AI-generated content may be incorrect

Summary of M365 Copilot skills covered



- **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

A single orange diagonal line is positioned to the left of the main text.

Making Copilot work for you

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

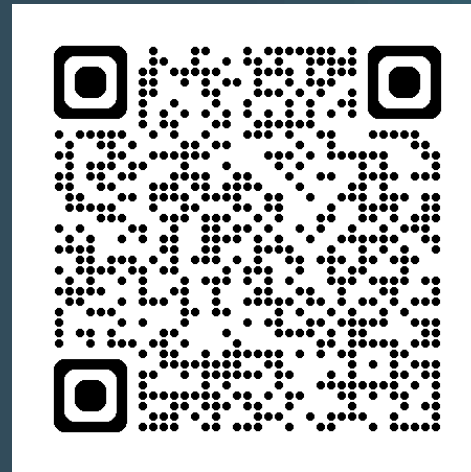
Redesign workflows so Copilot is built in from the start

Workforce planning, monthly reporting, client follow ups

Goal: Shorter cycles and fewer rework loops

Q&A

AKKODIS



Contact Akkodis Academy

Implementation | Guidance | Training | Agent Building

akkodisaustralia.com.au/ai-academy

Connect on LinkedIn:

Rishona Elijah

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

Thank you



Understanding your Copilot options

Free Microsoft Copilot

Consumer Version
<https://copilot.microsoft.com/>

No Enterprise Data
Protection
Don't use this for work!



Part of Microsoft 365

Copilot App

<https://m365.cloud.microsoft/chat/>

- Available with M365 license
- Use Copilot Chat
- Enterprise data protection

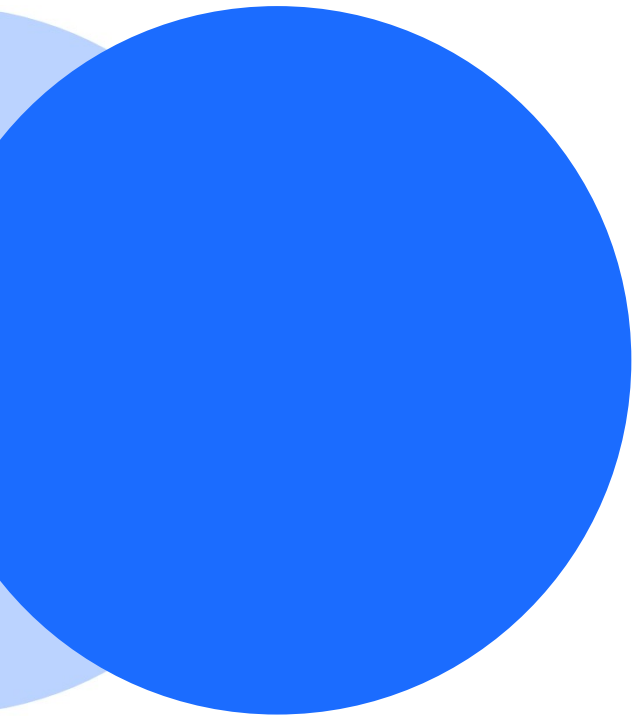


Microsoft 365 Copilot (Add-on License)

Copilot App

<https://m365.cloud.microsoft/chat/>

- Full Copilot experience
- Use your work data: SharePoint, Emails, Calendar, Teams and more
 - Notebooks
- Copilot in M365 apps
- Researcher & Analyst agent for deep reasoning
- Enterprise data protection

A large solid blue circle is positioned on the left side of the slide. A smaller, lighter blue circle is partially visible behind it, also on the left.

Russell Kelly

Chief Executive Officer
TasICT



CAN YOU HELP US?

**Please scan this QR code
and answer two questions**

