

LifePlaybooks™

Team Ways of Working

Bonus: M365 & Copilot Skill-Building Map

Your Questionnaire already tells you where comfort with M365 and Copilot is high or low. This map turns that insight into action, a short list of where to send people next, so skill-building becomes part of the team's rhythm, not an afterthought.

Skill Area	Best For	Resource
M365 & Copilot fundamentals	Anyone new to Copilot across Word, Excel, PowerPoint, Teams, Outlook	Microsoft Copilot Academy (free, via Viva Learning)
Broader AI-in-the-flow-of-work skills	Team members wanting a structured, guided path	Microsoft's Learning Paths
Rollout & governance	PMS/leads preparing the team or organization	Prepare your organization for Microsoft 365 Copilot
Hands-on, video-style learning	Teams with a LinkedIn Learning subscription	LinkedIn Learning: "Get Started with Microsoft Copilot" path (Word, Excel, PowerPoint, Teams, Outlook)
Everyday Copilot help & prompting	Team members who want quick, practical help with Copilot, prompting, privacy, and app-specific use	Microsoft Copilot Help & Learning
Live & on-demand learning	Teams that learn best through webinars, demos, and practical sessions	Microsoft Adoption Customer Hub

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