



KOUNNIS ACADEMY

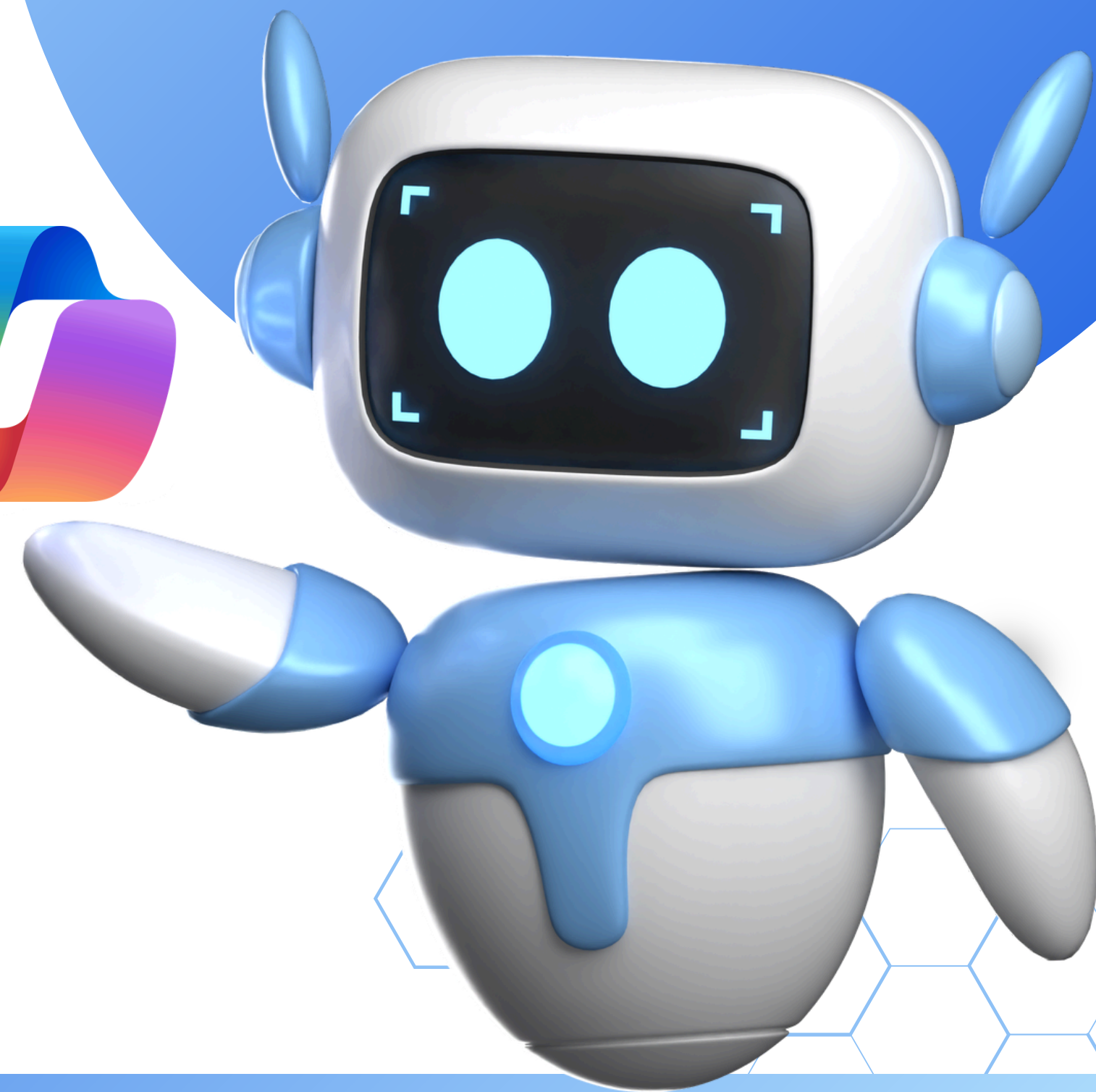
Professional & Personal Development

Copilot for Business Professionals: A Practical Approach

A smarter approach to everyday work

25 & 25 June 2026

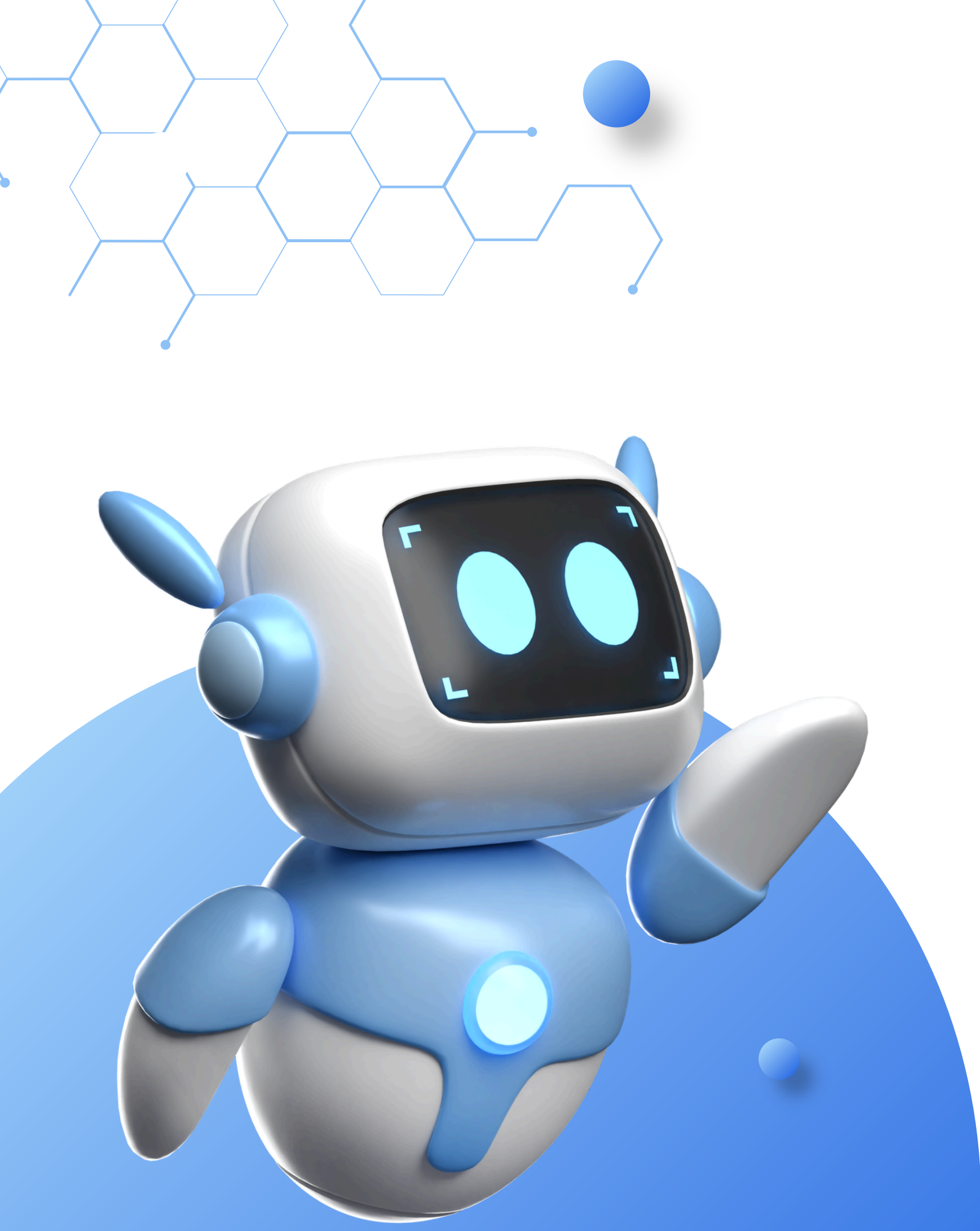
Online via MS Teams



The programme has been approved by the HRDA. Enterprises/ organisations participating with their employees, as well as unemployed people, who satisfy HRDA's criteria, are entitled to subsidy.



Αρχή Ανάπτυξης
Ανθρώπινου
Δυναμικού
Κύπρου



Programme Overview

This seminar delivers hands-on training on using Microsoft Copilot in the workplace. Participants learn how to leverage Copilot across Word, Excel, PowerPoint, Outlook, and Teams to automate tasks, enhance productivity, create content, and support data-driven decision-making through AI, with practical examples and immediately applicable skills.

Participant profile

The programme is designed for office professionals, accountants, HR officers, marketers, and managers, as well as Microsoft 365 users who wish to enhance their productivity with AI and organizations implementing Copilot and training their teams.

Program Structure

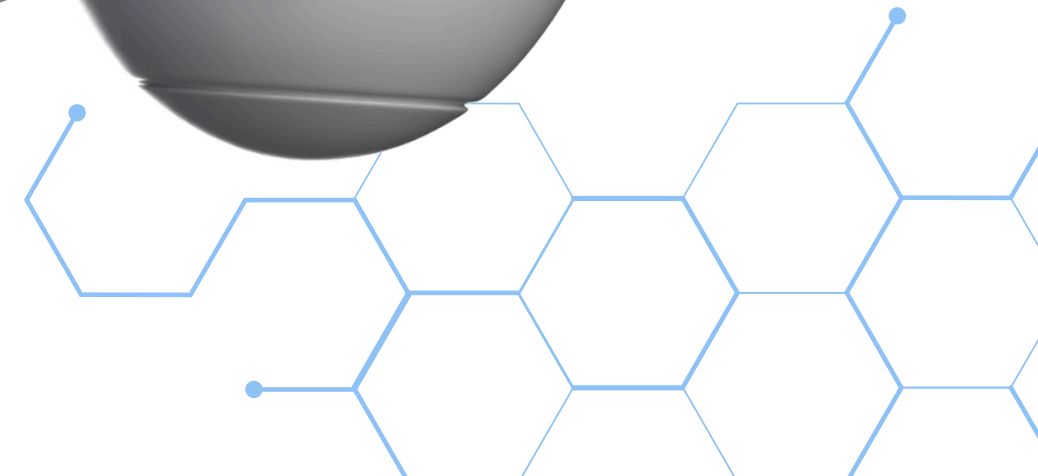
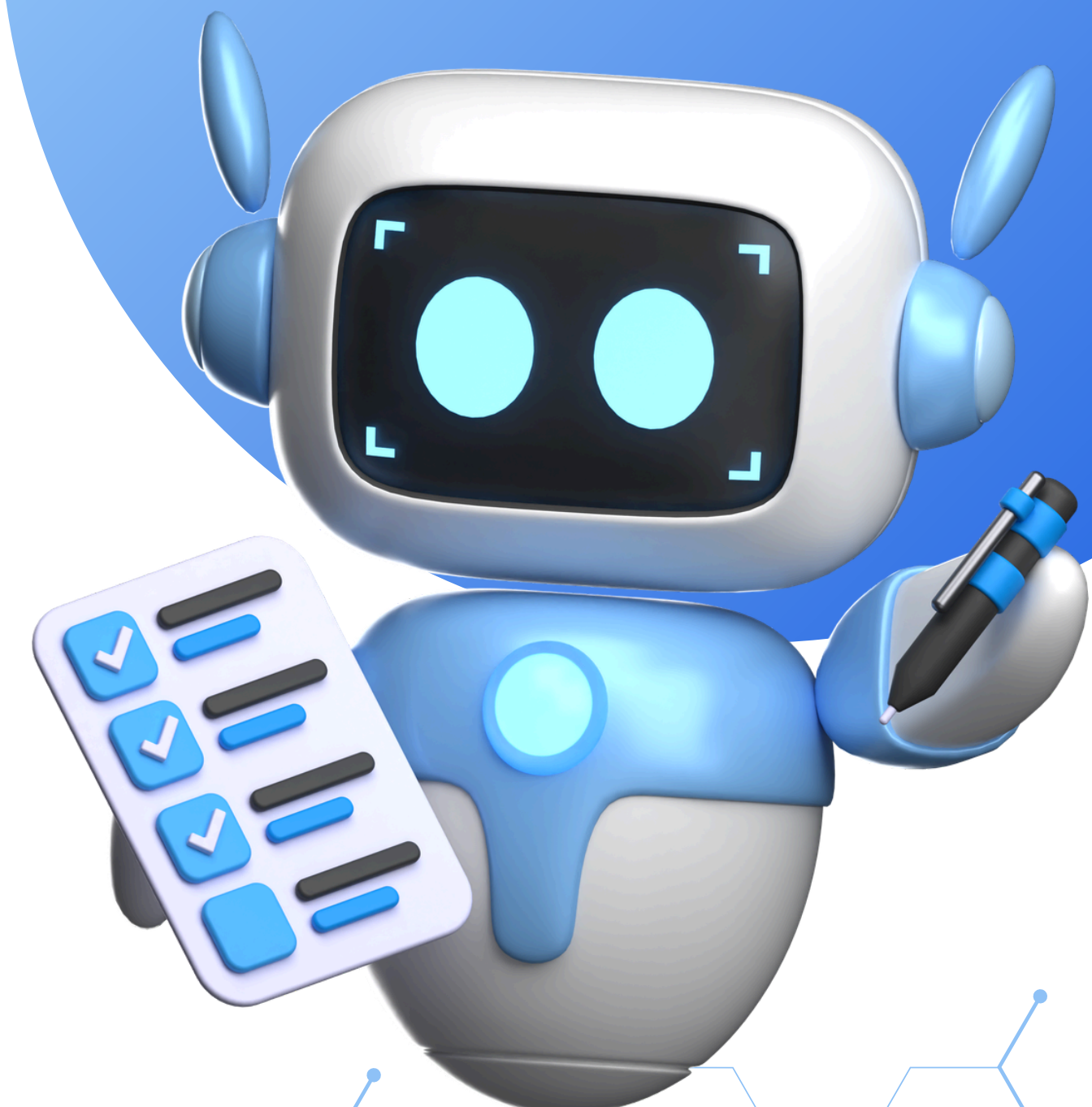
1. Introduction to Microsoft Copilot
2. Prompt Engineering & AI Ethics
3. Copilot in Word & Outlook
4. Copilot in Excel
5. Copilot in PowerPoint & Teams
6. Copilot in Planner & Project Management
7. Business Innovation with Copilot
8. Wrap-Up & Q&A Session





Key Skills Developed

- ✓ Understand the role and capabilities of Microsoft Copilot within the Microsoft 365 environment.
- ✓ Create effective text and voice prompts.
- ✓ Use Copilot in Word, Excel, PowerPoint, Outlook, and Teams for practical business tasks.
- ✓ Analyze data, create reports, and build visualizations using Copilot in Excel.
- ✓ Automate workflows and improve collaboration with Teams and Planner.
- ✓ Identify AI-driven opportunities for productivity and innovation.



Programme Facilitator

Constantinos Kounnis

BA (Econ), MA (Cantab), FCA, ADIT, Certified HRDA Trainer, Certified EMCC Coach

Constantinos is a Cambridge University graduate with a degree in Economics and a professional Chartered Accountant and member of the Institute of Chartered Accountants in England and Wales (ICAEW) as well as the Institute of Certified Public Accountants of Cyprus (ICPAC). He is also an International Tax affiliate of the Chartered Institute of Taxation (CIOT). Constantinos has qualified with Deloitte, London and has subsequently worked for KPMG Cyprus gaining significant experience in the fields of audit, tax and advisory. He is currently the managing director of C. Kounnis & Partners Ltd. Constantinos has also a passion for learning and development. He is an approved Human Resource Development Authority trainer and a Certified Silva Method Instructor and Certified EMCC Coach. He is the founder of Kounnis Academy which specializes in providing specialized training courses for accelerating technical, core professional, and digital skills. He also teaches advanced international taxation to ACCA and ADIT students of the University of Nicosia.



Programme Details:



Duration

7 Hours / 7 CPDs

Language

English

Delivery Method

Online Via Microsoft Teams

Time

09:00 - 13:00, (both days)

Fees

€210 - Original Cost
€70 - Cost after HRDA
subsidy

Seminar dates

Day 1: 25 June 2026
Day 2: 26 June 2026



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Register here



22484429



www.kounnisacademy.com



info@kounnisacademy.com



Yiannou Kranidioti 100, Latsia, Nicosia