



Copilot

Mastering Microsoft 365 Copilot for Admin and HR

CONNECTION TECHNOLOGY 裝備未來
FUTURE SKILLS

This course equips HR and administrative professionals with the skills to leverage Microsoft 365 Copilot for automating recruitment, onboarding, and employee engagement processes. It combines conceptual learning with practical exercises.

Programme code	P0000195
Date and time	9 Mar 2026 (9:30am – 1:00pm)
Venue	1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
Medium	Cantonese, supplemented with English terminology
Course fee	HK\$1,500

Trainer Information

Dr Patrick TSOI, he is a trainer with over 28 years hands-on data science, Big Data and programming experiences. He is a Doctor of Education graduate from the Hong Kong Baptist University, Master in IT Education graduate from the University of Hong Kong and B.Eng in System Engineering and Engineering Management from the Chinese University of Hong Kong.



Enrolment method

Scan the QR code to register !

If you have any inquiries, please feel free to contact us.

Course Outline

1: Introduction to Copilot for HR and Admin

- Copilot Overview: Key features for HR and Admin.
- Integration with Outlook, Teams, and SharePoint: Streamlining communication and document management.
- AI-driven Productivity: Automating repetitive HR tasks.
- Use Cases: Examples in scheduling, policy updates, and employee data management.

2: Recruitment and Onboarding Automation

- Job Posting Automation: Drafting job descriptions and publishing via Copilot.
- Candidate Screening: Summarizing resumes and ranking candidates.
- Interview Scheduling: Automating calendar invites and reminders.
- Onboarding Documents: Generating welcome kits and compliance forms.
- Best Practices: Ensuring fairness and compliance in AI-driven recruitment.

3: Employee Engagement and Satisfaction

- Survey Automation: Creating and analyzing employee satisfaction surveys.
- Performance Review Summaries: Automating feedback compilation.
- Engagement Dashboards: Using Power BI and Copilot for HR analytics.
- Communication Enhancement: Personalized messages and announcements.
- Compliance and Privacy: Protecting sensitive employee data.

4: Lab: HR Workflow Automation

- Scenario 1: Automate recruitment pipeline updates in Excel.
- Scenario 2: Generate onboarding checklist and documents in Word.
- Scenario 3: Create an engagement dashboard using Power BI and Copilot.
- Scenario 4: Automate HR compliance checks for employee records.

5: Wrap-up, Q&A

- Discussion: Common challenges in HR automation.
- Best Practices: Data governance, security, and workflow optimization.
- Q&A

