



ADAPTIVA
— AI —

CAP

The Copilot Adoption Program

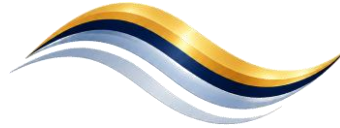
Make Microsoft Copilot stick.

An executive overview of our staged Copilot adoption service —
AI readiness, an 8-week role-relevant skilling roadmap, and
continuous reinforcement.

EXECUTIVE SERVICE OVERVIEW

Prepared for prospective clients

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CONTENTS

In this overview

- 01** Executive summary
 - 02** The adoption gap — why CAP exists
 - 03** The CAP engagement model — three gated stages
 - 04** Stage 1 · AI Readiness + Leadership (essential)
 - 05** Stage 2 · The 8-week skilling roadmap
 - 06** Stage 3 · Continuous reinforcement
 - 07** The customised AI Coach — a first in the market
 - 08** The executive leadership track
 - 09** Why Adaptiva AI
 - 10** Next steps
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1 Executive summary

CAP — the Copilot Adoption Program — is a staged Copilot adoption engagement that begins at the top. Executive sponsorship and AI readiness come first; then an 8-week, role-relevant skilling pathway, reinforced by a customised AI Coach built for your organisation.

Buying licences isn't adoption. Most organisations roll out Microsoft Copilot and then watch usage flatline. The technology is rarely the issue — it's the absence of a structured, role-relevant, governed pathway that turns curiosity into daily habit.

CAP closes that gap. It is delivered in three gated stages and is built and delivered by Adaptiva AI — bringing enterprise Microsoft Data & AI delivery rigour to Copilot rollouts.

CAP at a glance

- Stage 1 — Readiness + Leadership: a mandatory gate that must precede skilling.
- Stage 2 — AI Skilling: 8 instructor-led modules delivered over 8 weeks.
- Stage 3 — Continuous Reinforcement: an ongoing subscription that keeps usage compounding.
- A customised AI Coach included for every customer — a first in the market.

2 The adoption gap — why CAP exists

Most organisations roll out Copilot and then watch usage flatline. The technology is rarely the issue — it's the absence of a structured, role-relevant, governed pathway. Three gaps cause Copilot rollouts to stall:

The gap		What it looks like
01	Licences without usage	Teams have access to Copilot, but no shared language, prompt patterns, or scenarios that map to their real work — so it gathers dust.
02	Generic training, weak transfer	Off-the-shelf demos show what Copilot can do, but don't teach business users how to use it well, safely, in their own apps and workflows.
03	Risk without governance	Without Responsible AI principles, data classification, and acceptable-use guardrails, adoption stalls — or worse, scales the wrong way.

3 The CAP engagement model

Three stages

Stage 1 is mandatory — without executive sponsorship and a clean AI Readiness Assessment, we won't proceed to skilling. This isn't a process step; it's what separates Copilot rollouts that stick from the ones that fail quietly.

Stage	Focus	What it delivers	Format
Stage 1 Readiness + Leadership	Secure the technical and cultural foundations before any skilling begins.	AI Readiness Assessment and C-suite sponsorship.	Mandatory gate Precedes skilling
Stage 2 AI Skilling	Build real capability, from AI fundamentals to building your own agents.	8 instructor-led modules over 8 weeks, with hands-on labs.	Instructor-led 8 weeks
Stage 3 Continuous Reinforcement	Keep usage compounding after launch, with fresh content each month.	Evergreen sessions, champions community, and an embedded AI Coach.	Subscription Ongoing

4 AI Readiness + Leadership

Two parallel workstreams secure both the technical and the cultural foundations for Copilot.

AI Readiness Assessment

A technical, security, and process review that confirms your environment is ready before people start using Copilot at scale.

- **Microsoft Purview & data classification** — so Copilot only surfaces what it should.
- **Access control & permissions remediation** — closing the gaps that expose sensitive content.
- **AI-readiness of business processes** — identifying where Copilot creates real, safe value.

Leadership Session

Secures C-suite sponsorship. Copilot adoption is not an IT initiative — senior leaders set the tone, model the behaviour, and own the change.

Why Stage 1 is non-negotiable

Copilot surfaces a user's existing M365 permissions — without proper data classification and access controls, users can unintentionally access sensitive content such as HR, finance, and M&A material. Equally, Copilot adoption fails without visible C-suite sponsorship.

If the AI Readiness Assessment exposes blockers we can't resolve, the engagement pauses there. We won't run skilling on a foundation that puts your organisation at risk.

5 The 8-week skilling roadmap

Learn. Apply. Build. Transform.

From AI fundamentals to building your own agents — every module ties to a real work scenario, with hands-on labs and live demos. Skills don't transfer by osmosis; the 8-week program is where capability is actually built.

How it's delivered

- 8 instructor-led modules delivered over 8 weeks.
- Hands-on labs that develop real prompting craft — not static prompt packs that go stale.
- Champions enablement to sustain momentum beyond the program.
- Responsible AI principles woven into every session.
- Baseline measurement and success criteria tracked throughout.

The modules

Week	Phase	Module	What you'll learn
Week 1	Learn	AI foundations & Responsible AI	How GenAI works, its strengths and limits, Responsible AI principles, and prompt basics. A required prerequisite for everything that follows.
Week 2	Learn	Prompting craft	Prompt engineering, custom instructions, the prompt gallery, and knowing when to use work-grounded versus web-grounded Copilot.
Week 3	Apply	Copilot in Teams & Outlook	Meeting prep, recaps, and action items; inbox triage, thread summarisation, and drafted replies with the right tone.
Week 4	Apply	Copilot in Word	Draft, rewrite, and refine documents with consistent tone and structure — grounded in your own sources.
Week 5	Apply	Copilot in PowerPoint	Build decks from briefs and outlines; shape storyline arcs, refine slide by slide, and generate speaker notes.
Week 6	Apply	Copilot in Excel	Natural-language analysis, formula generation with sanity checks, and executive-ready narratives from your data.
Week 7	Build	Copilot for analytics	Ask questions of reports in plain English — summaries, trends, anomaly spotting, and validated insights.
Week 8	Transform	Building agents with Copilot Studio	Hands-on with agents: identify agent-worthy use cases, design purpose and boundaries, and ship a Policy Q&A agent in-session.

Module titles reflect the published module breakdown; each maps to the capabilities taught in that week.

6 Continuous reinforcement

Adoption is a rhythm, not a moment.

Stage 3 keeps usage compounding after launch. It is included in the Platinum tier or available as an add-on to any engagement.

- Monthly Evergreen sessions covering new Copilot features, use cases, and enhancements.
- A champions network and community of practice.
- Your customised AI Coach, embedded in your learning ecosystem.
- Optional role-based deep-dives and agentic AI training.
- Continuous optimisation and a steady flow of new use cases.

7 The customised AI Coach

Every customer gets a custom AI Coach. It's a digital worker built for your organisation: branded to your voice, trained on your scenarios, and embedded across the entire CAP learning ecosystem. Available during training, after, and always.

Custom persona

Branded to your organisation's voice, terminology, and use cases — not a generic assistant.

Across the ecosystem

Embedded in training videos, written guides, prompt examples, and Stage 3 reinforcement.

Always available

On hand whenever your people need help — during the program, after it ends, and every day in between.

Grows with you

Learns your environment as Copilot usage and your content library expand over time.

8 The executive leadership track

Designed for executives, C-suite, and department heads. Copilot adoption fails — quietly, expensively — without visible C-suite sponsorship. That's why the Leadership Session is essential and runs **before** skilling begins. Senior leaders set the tone, model the behaviour, and own the change. During this session, we demonstrate practical Copilot features that leaders can use to work more efficiently, make faster decisions, and model confident AI adoption across their teams.

What leaders get from using Copilot

- Use Copilot hands-free on the move — voice-driven prompts, dictation, and on-the-go briefings.
- AI-generated audio recaps of meetings you missed or want to absorb on the commute.
- Frameworks for shifting team behaviour toward confident, accountable Copilot use.
- Guidance on how leaders model and reinforce Copilot use to set the cultural tone for the wider organisation.

9 Why Adaptiva AI

Enterprise Microsoft Data & AI delivery — now for Copilot.

We've delivered Microsoft training across the UAE and Australia, working with organisations across a range of industries. We tailor each training program to the customer's needs, AI maturity, business goals, and industry context. Within each industry, we further customise the experience for different teams and functions, including HR, legal, marketing, finance, and other business units.

What sets us apart	
01	Microsoft Specialist A Microsoft partner with experience across the UAE and Australia
02	Continuous support Most partners hand off after deployment. We support your team from strategy through to ongoing reinforcement.
03	Responsible AI Governance is baked in, not bolted on. Every module reinforces Responsible AI principles, Microsoft Purview data classification, and acceptable-use guidance.
04	Tailored approach We tailor the adoption program to your individual needs

11 Next steps

The first step is a Discovery Call.

Start the conversation

- Book your Discovery Call.
- Request the full 8-module skilling breakdown.

Speak with the Adaptiva AI team to begin.

Make Microsoft Copilot stick.



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ADAPTIVA AI

Make Microsoft Copilot stick — with a partner who stays.