

# Microsoft 365 Copilot Training for HR

Learn how to use Microsoft 365 Copilot to streamline HR operations, enhance talent acquisition, automate onboarding, and generate performance insights. Explore AI-driven analytics, learning workflows, and responsible AI practices to improve efficiency, reduce bias, and support data-informed HR decisions.

**Duration**  
3 Hours

**Learning Format**  
Online and On-demand

## Course Curriculum

Lesson 01: Course Introduction

Lesson 02: Learning Objectives

Lesson 03: Copilot for Modern HR Operations

Lesson 04: Talent Acquisition with Copilot

Lesson 05: Onboarding and Employee Lifecycle Automation

Lesson 06: Performance Management and HR Analytics

Lesson 07: Learning and Development Workflows

Lesson 08: Copilot Studio for HR Agents

Lesson 09: Responsible AI in HR

Lesson 10: Key Takeaways

## 5+ Skills Covered

- HR Process Automation
- AI-Powered Recruitment
- Performance Analytics
- Employee Lifecycle Management
- Responsible AI Practices