

INTRODUCTION TO AI USING COPILOT

Helping charities use AI safely, responsibly, and effectively

Empowering your people to do more good with technology

AI is transforming how organisations operate. For charities, it offers a real chance to stretch limited resources further, reduce time spent on repetitive tasks, and free up your people to focus on what matters most - your mission.

This course gives your team practical, hands-on experience with Microsoft Copilot, already available within your Microsoft 365 environment. No new software, no technical background needed. Just the confidence and skills to start using AI safely and effectively from day one.

About the course

A practical, beginner-friendly introduction to AI for charity professionals. No technical background needed.

- What AI is and how it works
- Hands-on use of Microsoft Copilot
- Writing effective prompts
- Understanding AI limitations and when not to use it
- Data privacy and security basics
- Real-world charity examples



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I learned lots in a short space of time. Still lots to go away and practice, but I'm now doing so with a much better foundation of knowledge.

Partnerships Manager, Comic Relief

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How this helps your organisation

- Save time on admin and reporting
- Improve communications and content
- Boost staff confidence with technology
- Make better use of existing tools
- Reduce digital skills gaps
- Support informed AI governance
- Free up capacity for frontline work

Prices from £895

Start your AI journey with confidence

Every contract funds a free digital retraining place for a woman from an underserved community

info@techup.ac.uk | www.techup.ac.uk

TechUPTraining - Empowering organisations and their people to succeed through inspirational tech training.

Three ways to get your organisation AI-ready

Spark

1.5 hours · Live online · Up to 200 people

- One session, your whole organisation
- Covers AI basics, prompting, bias and safe use
- Using Microsoft Copilot - no new software needed
- Short pre and post-course survey included

Ideal for: Charities wanting to get all their staff AI-aware quickly and confidently

Grow

3 x 1 hour · Live online · Up to 25 per cohort

- Small group, highly interactive training that builds real capability
- Pre-course skills review ensures we pitch it at exactly the right level
- Three structured sessions take your team from curious to confident. Includes evaluation report

Ideal for: Teams ready to move from awareness into genuine practical skills

Transform

Your whole organisation, inside and out

- A **Spark** session for all your staff
- Two **Grow** cohorts for your key teams
- Training tailored to embed your own AI policy
- Everything your charity needs to build a responsible AI culture

Ideal for: Charities ready to make AI work across their whole organisation

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Our teams found the training brilliant – it sparked enthusiasm and discussion across the organisation. Whereas previously people may have been dabbling with Copilot on their own, we now have trained groups having open, collaborative conversations about using it every day. I would highly recommend the TechUP team.

Samir Patel, CEO, Comic Relief ”



Designed with responsible AI use at the core

- Security - keeping your data safe when using AI tools
- Ethics - understanding bias and fairness in AI outputs
- Human oversight - keeping people in control of decisions

Why work with TechUPTraining?

Academic excellence

Expert trainers

Sector-aware

Flexible delivery

Funded Social impact

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