DIGITAL EFFICIENCY
FOR ADMINISTRATIVE EXCELLENCE

TAKE CONTROL OF COPILOT,

AI AND YOUR DIGITAL WORKDAY

A 6-Part Live Virtual Training Series with Mike Song

Spring 2027: April 1 to May 13 | **Fall 2027:** September 16 to October 28

OFFICE DYNAMICS INTERNATIONAL

IN PARTNERSHIP WITH

Get Control!® Digital Skills Webinars

INTRO

Digital Efficiency has entered a new era.

Administrative professionals still need to master Outlook, Teams, Excel, meetings, tasks, communication and the flow of information. But today, Copilot and AI are changing how that work gets done. In this six-part live virtual training series, Mike Song combines his proven Get Control methods with practical Copilot skills, job-specific prompts, smarter Microsoft 365 workflows and AI agents. Whether you're new to Copilot, already using it, or returning to Digital Efficiency, this series is built to help you work with greater speed, control and confidence.

THREE SKILLS. ONE SYSTEM.

What You'll Learn, Together

Microsoft 365 Tools

Outlook, Teams, Excel, Forms, meetings and the information that moves between them.

+

Copilot + AI

Prompts, Copilot features, Notebooks, Pages, Create and agents.

+

Administrative Workflows

Executive communication, travel, scheduling, research, follow-up, task management and briefings.

You're not learning AI in the abstract. You're learning how to use it inside the work you already own.

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ODI 2026 WORKPLACE AI SURVEY

COPILOT IS HERE. THE TRAINING ISN'T.

We surveyed 300 administrative professionals in 2026. Access to AI has moved fast, but training and support haven't kept up.

78%

say their organization officially supports Microsoft Copilot, more than any other AI tool

48%

have received no formal AI training at all

59%

say AI touches less than 10% of their actual work

72%

describe themselves as beginners or basic users

You Asked. This Series Answers.

74%	want to discover features they don't know exist yet	**Session 5: Copilot's Hidden Powers**
70%	want specific use cases for their role	**Session 2: Power Prompts**
67%	want to automate repetitive tasks	**Session 6: Copilot Agents**
44%	want help with spreadsheets	**Session 4: Embedded Copilot**

Source: AI in the Administrative Profession, 2026 Workplace AI Survey Report, Office Dynamics International (n=300).

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WHAT MAKES THIS DIFFERENT FROM A GENERIC AI COURSE

- It is built around the administrative profession, not generic knowledge work.
- It connects Copilot to Outlook, Teams, Excel, Forms and real Microsoft 365 workflows.
- It addresses actual administrative pain points such as scattered tasks, repeat work, executive preferences, meeting follow-up and information overload.
- It teaches reusable systems, not isolated tips.
- It progresses from fundamentals to advanced capabilities and agents.
- It combines AI capability with Mike Song's established Get Control methodology.

Inside Every Session

Experiential

Participants receive their own documents for hands-on learning.

Real-World Scenarios

Work through scenarios built around administrative work as Mike teaches.

Moments With Mike

Stay 15 minutes after each session to ask Mike your questions.

Consistent Guidance

The same expert trainer leads every session.

Instant TQ* Assessment

Understand your Tech Quotient with Mike Song's Tech Quotient Assessment Tool.

Giveaways and Contests

Free digital copies of Mike's best-selling books, plus friendly competition that keeps everyone engaged.

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COURSE OVERVIEW

Session Overviews + What You Will Learn

Six sessions, one clear path from fundamentals to agents. Choose the spring or fall series. Both cover the same sessions in the same order.

01 Get Control of Copilot 101

Essential Skills, Accelerators, and Shortcuts

- Activate settings, AI Accelerators and shortcuts that improve Copilot results
- Apply Situational Prompting and the SPED Prompt Method

02 Get Control of Power Prompts

Transform Important Repeat Work

- Build prompts for executive communications, travel, meetings, research and follow-up
- Discover TASC and customize prompts for each executive

03 Get Control of Scattered Tasks

The AI PowerTask System

- Direct requests from email, Teams, calendars and notes into one place AI can process
- Organize and prioritize tasks by executive, project, deadline and urgency

04 Get Control of Embedded Copilot

Outlook, Teams, Excel, and Forms

- Summarize threads and turn Teams transcripts into recaps and action items
- Use Excel for formulas, errors, duplicates and analysis, and build surveys in Forms

05 Get Control of Copilot's Hidden Powers

Notebooks, Create, and Pages

- Turn scattered content into polished resources and professional graphics
- Build workflows for briefings, events, travel, presentations and project updates

06 Get Control of Copilot Agents

Build the Future of Administrative Work

- Turn job-specific Power Prompts into reusable Copilot agents
- Scale great work across the administrative team

SESSION	01	02	03	04	05	06
Spring 2027	April 1	April 8	April 22	April 29	May 6	May 13
Fall 2027	September 16	September 23	September 30	October 7	October 21	October 28

All sessions are 60 minutes, live at 10 AM PT / 1 PM ET, with 60-day access to recordings.

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MEET MIKE SONG

CEO AND FOUNDER, GET CONTROL!



Get Control!®

Mike Song is a digital transformation thought leader, bestselling author and training designer. He is the 6th most-followed time management blogger in the world, co-author of four best-selling Hamster Revolution books, and has reached millions through appearances on CNN, FOX, ABC and NPR.

Joan Burge chose Mike to lead the digital training at Office Dynamics because of his deep knowledge, innovative approach to technology and infectious energy for helping others master essential tech skills.

"What a find!!! I am blown away by how much he knows. My two favorites were the class on Teams and on AI. His lessons are the perfect length... JUST enough for the EA to make their lives that much easier."

Kathy E., Executive Assistant

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WHY INVEST IN YOUR ASSISTANT?

Turn Your Copilot Investment Into Everyday Results

Digital Efficiency 2027 isn't just six virtual classes. It's an investment in practical AI adoption, productivity, Microsoft 365 use and the continued growth of your administrative talent.

For the Assistant

Real Copilot Skills:
Move from occasional AI use to confident, everyday use inside Outlook, Teams, Excel and Forms.

Confidence at Every Level:
The series starts with fundamentals, so beginners and experienced users both grow.

Career Value:
Raise their AIQ and the value they bring to their executive and organization.

For the Leader

Faster, Stronger Support:
Executive-ready communications, briefings and recaps, produced in less time.

Nothing Falls Through the Cracks:
The AI PowerTask System pulls scattered requests into one prioritized list.

Work Tailored to You:
Prompts and agents customized to your tone, format and preferences.

For the Organization

Practical Copilot Adoption:
Training that connects AI to daily work, not passive awareness.

Consistency and Scale:
Prompts and agents that standardize repeat work across the administrative team.

Future-Readiness:
A team prepared for the growing expectation that assistants use AI well.

In our 2026 survey of 300 administrative professionals, 78% said their organization officially supports Copilot, yet 48% had received no formal AI training. Digital Efficiency closes that gap.

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REGISTRATION + PROCESS

Ready to take control of Copilot and AI?

Enroll in Digital Efficiency 2027 and choose the series that fits your schedule. Both cover the same six sessions in the same order.

Spring 2027

April 1 to May 13.

Registration closes March 30, 2027.

Fall 2027

September 16 to October 28.

Registration closes September 14, 2027.

Efficient Pass Includes

- 6 live sessions with Mike Song
- Handouts
- Real-world scenarios
- 60-day access to recordings
- TQ* Assessment ($99 value)
- Files for hands-on learning
- Moments with Mike
- Certificate of Completion, .6 CEUs

Check website for current pricing.

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Each pass is for one individual. A 10% discount is available for groups of 5 or more. **Call 1-800-STAR-139 to book your group.**

Need help getting approval? Download our Request for Approval letter from the website.

*TQ is Mike's proprietary information. Attendees will complete an assessment before their first class with Mike.

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