



# Mastering Microsoft Copilot: AI for Risk & Compliance Professionals

*Boost productivity, Elevate risk & compliance  
outcomes, Secure your career.*



## Course Overview

- Take your risk and compliance expertise to the next level with our Microsoft 365 Copilot course. This hands-on programme equips financial services professionals with AI-driven tools to enhance efficiency, improve productivity, and deliver superior outcomes in risk and compliance management. Learn how to leverage the power of Copilot to streamline tasks and stay ahead in your career.

## Why Attend?

- Fast-track AI learning from trainers with expertise in risk, compliance, & Generative AI in the financial services industry
- Apply AI to real-life risk & compliance use cases
- Protect your career & thrive in the upcoming AI transformation

## Course Fee & Logistics

- **Date:** 10<sup>th</sup> & 11<sup>th</sup> September 2025 (10am to 1pm, UK Time)
- **Fee:** GBP 450 ([Click to pay & register](#))
- **Delivery:** Online via Microsoft Teams
- **Deliverables:** Course slides, risk & compliance prompts covered in the course
- **Certificate:** Completion certificate will be provided (100% attendance required)
- **Pre-requisite:** Participants should have access to Microsoft 365 Copilot
- **Enquiries:** Email [support@riskspotlight.com](mailto:support@riskspotlight.com) for any course queries

# Course Topics

## Risk & Compliance Use Cases

1. Risk Identification: Identify risks, related causes & impacts
2. Document high quality controls
3. Document control testing scripts
4. Analyse emerging risks
5. Analyse information to support RCSAs
6. Produce risk & compliance reports
7. Analyse regulatory documents
8. Design & revise policies
9. Create operational resilience scenarios
10. Analysis of audit findings

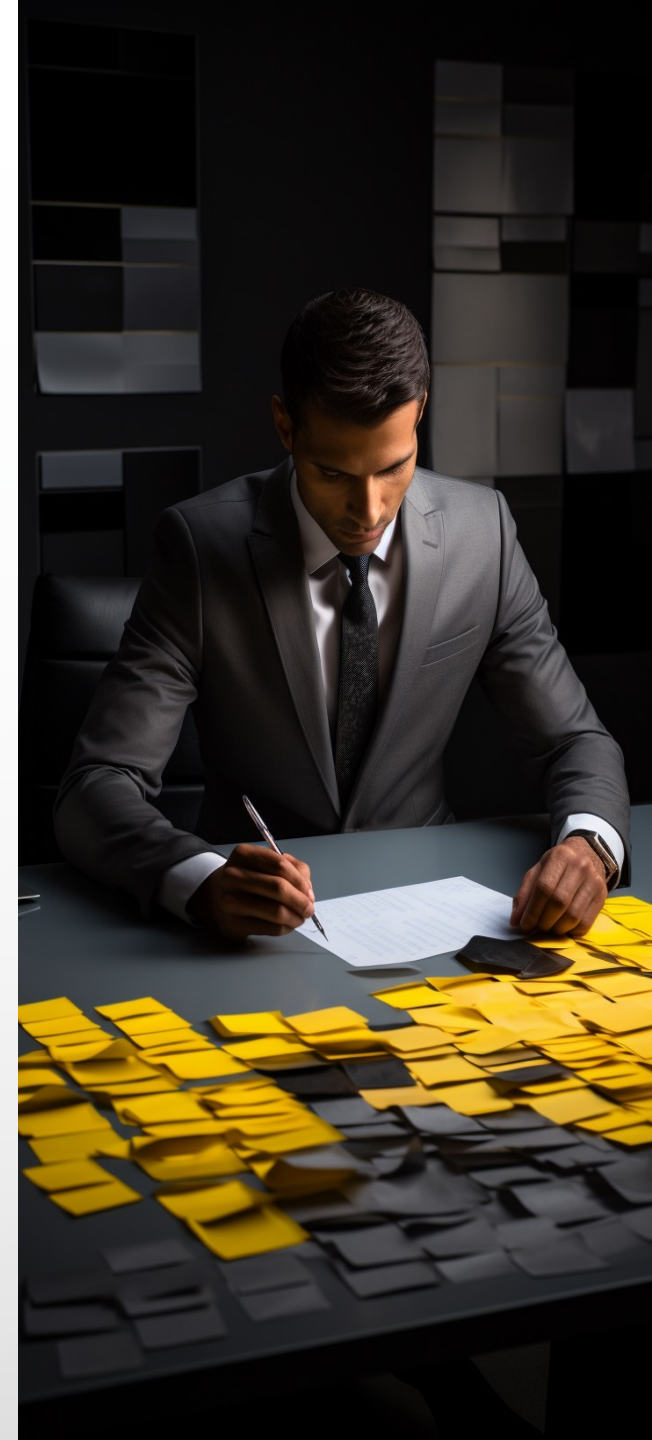
## Microsoft 365 Copilot Functionality

1. Introduction to Microsoft 365 Copilot
2. Prompt Engineering: Writing effective prompts for generating high-quality outputs
3. Navigating the Web & Work modes
4. Leveraging Copilot in Microsoft Word for efficient document creation
5. Crafting impactful presentations with Copilot in Microsoft PowerPoint
6. Maximising productivity with Copilot using Microsoft Excel
7. Generating outputs in multiple formats, including text, tables, and images

## Customer Testimonial

### Alek Ismayilov, Group Head of IT Risk (Aegon)

- The course on Microsoft Copilot delivered by RiskSpotlight was an important first step in laying the groundwork for our team's use of Generative AI in Operational Risk Management at Aegon.
- Participants have gained a solid foundation in understanding Copilot, leveraging use cases tailored to their risk management roles at the company.
- They particularly appreciated learning practical applications that directly impacted conducting risk assessments and operational efficiency.
- This training has empowered our team to integrate GenAI into our day-to-day operations, implement data-driven strategies leading to more informed decision-making and proactive risk management.





## Course Trainer: Manoj Kulwal

- 27 years of experience in operational risk management & business intelligence
- Has trained over 1,000 operational risk professionals through his classroom and online courses
- Won the award for “Best Use of AI For Transforming Business” from Mindvalley in 2024
- Revised ISO 31000 as part of the UK delegation
- Helped develop the Certificate in Operational Risk Management by The Institute of Operational Risk (IRM)

## About RiskSpotlight

- Providing innovative & practical solutions for risk management over 12 years
- Fully focused on financial services industry
- Successful collaboration with customers including UBS, Santander, SMBC, Barclays, Allianz, London Stock Exchange, Metro Bank, Saudi Investment Bank, and FirstBank UK
- Provider of world’s first emerging operational risk content services – RiskSpotlight Portal
- Pioneer in applying Generative AI technologies to risk management & compliance processes
- Learn more at [www.riskspotlight.com](http://www.riskspotlight.com)