
Past Events

Copilot Next Level: From Assistant to Virtual Team Colleague April 23, 2026 | 2:00 PM | Online

You know Copilot can write emails or summarize documents. But what if it had access to your OneDrive, could search your Teams conversations and SharePoint, and find that crucial mention from a meeting three weeks ago? Join our online workshop on April 23, 2026, at 2:00 PM to discover the full potential of integrated MS Copilot licensing. Register on the training portal.

Note: This workshop uses the premium paid M365 Copilot license.

[After signing in, watch here](#) ???

Course in Czech language.

Inbox Under Control: AI Agent for Efficient Email Communication March 24, 2026 | Online

Every day you wade through dozens of emails, switching between formal tone for management and casual style for colleagues. You dig through endless threads trying to remember what you actually need to do, and sometimes wonder if your reply sounded too harsh. What if you had a virtual assistant to handle all of that? Join our online workshop to create your own AI email assistant.

[After signing in, watch here](#) ???

Course in Czech language.

Facing the Audience Without Fear: How to Create an AI Assistant for Presentations March 10, 2026 | Online

Do your hands tremble before an important presentation? Unsure how to structure your speech to captivate the audience? Worried about difficult questions from the crowd? Imagine having a personal coach helping you prepare for every public speaking moment. Join our online workshop to build your own AI coach. This workshop uses Copilot chat, available to all Charles University employees and students.

[After signing in, watch here](#) ???

Course in Czech language.

Legal Aspects of AI Use October 23, 2024

This training covers key legal questions surrounding artificial intelligence use in academic settings. You'll learn about current AI regulations, including those governing personal data protection and copyright. The main focus is on the legal implications of integrating AI tools into the teaching process.

[After signing in, watch here](#) ???

Course in Czech language.

AI: Misinformation and Manipulation June 24, 2025

Explore AI-generated manipulation firsthand! At this workshop, you'll experiment with how (easy or hard) it is to create and detect such content. We'll also examine how artificial intelligence may evolve into a new cognitive and epistemic authority.

[After signing in, watch here](#) ???

Course in Czech language.

Ethical Dimensions of Artificial Intelligence: Challenges and Applications in Education May 15, 2025

This lecture examined ethical aspects of artificial intelligence use, the ethical considerations necessary when implementing AI tools, and the pressing question of using AI in student performance evaluation.

[After signing in, watch here ???](#)

Course in Czech language.

Assessing Ethical Aspects of AI Systems in Education May 22, 2025

A practical workshop focused on developing skills to identify and address ethical challenges related to AI. Participants gained the ability to take concrete steps toward responsible AI use in academic settings.

AI Chatbots in Academic Settings March 12, 2026

This recurring workshop explores AI's potential in academia for beginners. The session covered how generative AI models work, their applications in academic practice, and the myths and pitfalls associated with these tools.

Theses in the Age of AI October 23, 2025

Recurring roundtable discussions on "Theses in the Age of AI" at Charles University's Faculty of Law offer fascinating insights into the form of student work in an era of AI proliferation and the future of degree completion overall. These forums allow participants to voice their perspectives on the topics discussed and contribute to university-wide dialogue about the shape of higher education in the age of AI.

Microsoft Copilot for Beginners I (Without MS Copilot 365 License) March 26, 2025

Get acquainted with AI fundamentals and how to leverage it for your daily work. This course focuses on Microsoft's Copilot tool with the standard license available to all Charles University employees and students. What does AI offer employees today? The training covers general AI introduction, practical Copilot demonstrations, prompting basics, and more.

[After signing in, watch here ???](#)

Course in Czech language.

Microsoft Copilot for Beginners II (Without MS Copilot 365 License) April 1, 2025

Expand your AI knowledge with Microsoft Copilot for Education. The training covers AI safety, creating custom assistants in Copilot, practical demonstrations from an employee perspective, and an overview of the M365 Copilot premium version. This builds on Part I but doesn't require it as a prerequisite.

[After signing in, watch here ???](#)

Course in Czech language.

Microsoft Copilot Comprehensive I (With MS Copilot 365 License) April 9, 2025

This intermediate-level training introduces AI and M365 Copilot with practical examples of its use in Outlook, Teams, and Edge, plus prompting fundamentals. Participants are expected to have full M365 Copilot licensing available.

[After signing in, watch here ???](#)

Course in Czech language.

Microsoft Copilot Comprehensive II (With MS Copilot 365 License) April 16, 2025

This intermediate-level training covers AI security, practical demonstrations of M365 Copilot in Word, PowerPoint, and Excel, using it as an employee, and creating custom assistants. Participants are expected to have full M365 Copilot licensing available. This builds on Part I but doesn't require it as a prerequisite.

[After signing in, watch here ???](#)

Course in Czech language.

Getting Started with MS Copilot Chat (and Beyond) in Administration (Without MS Copilot 365 License) November 18, 2025

Learn the fundamentals of working with queries (prompting) and master the rules for safely using this chatbot at the university. The training includes live demonstrations of real-world scenarios and brief discussion.

[After signing in, watch here ???](#)

Course in Czech language.

MS Copilot Chat in Project and Administrative Work (Without MS Copilot 365 License) November 25, 2025

This MS Copilot Chat training targets administrative and HR agendas. Discover how GenAI can help you prepare documents, work with data, and improve communication. This naturally builds on the introductory workshop "Getting Started with MS Copilot Chat (and Beyond) in Administration."

[After signing in, watch here ???](#)

Course in Czech language.

Microsoft 365 Copilot: Communication and Document Management (With MS Copilot 365 License) December 8, 2025

This intermediate-level training introduces AI and M365 Copilot with practical examples of its use in Outlook, Teams, and Edge, plus prompting fundamentals. Participants are expected to have full M365 Copilot licensing available.

[After signing in, watch here ???](#)

Microsoft 365 Copilot: Working with Data, Presentations, and Agents (With MS Copilot 365 License) December 16, 2025

Building on "Microsoft 365 Copilot: Communication and Document Management," this training covers integrated M365 Copilot use, how to quickly gain insights from large datasets, create visualizations, and generate professional presentations. You'll also explore Copilot Agents, which enable you to automate repetitive tasks and personalize Copilot assistance for specific work scenarios.

[After signing in, watch here ???](#)

Course in Czech language.