

SKILLS

CONFIDENCE

IMPACT

Welcome to OnyxAI: Your AI Transformation Journey

Orientation Guide

Building the confidence, capability and mindset to thrive in an AI-enabled workplace.

DISCOVER | DEVELOP | APPLY | EMBED | TRANSFORM



Welcome to OnyxAI

Build practical skills, confidence and judgement, then apply to real work.

ONYXAI is designed to help you develop the practical skills, confidence and mindset needed to work effectively in an AI-enabled workplace.

Throughout the programme, you will explore practical ways to use Microsoft Copilot, experiment with new approaches and apply your learning to real work situations.

The aim is not simply to use AI more often. It is to understand where AI can create genuine value and how to combine its capabilities with your own knowledge, experience and professional judgement.

HUMAN EXPERTISE

+

AI CAPABILITY

= BETTER OUTCOMES

What can success look like?

TIME SAVED

Reduce time spent on repetitive work.

PRODUCTIVITY

Work more effectively.

QUALITY

Improve quality and consistency.

DECISION-MAKING

Use information more effectively.

CONFIDENCE

Build confidence using AI in your role.

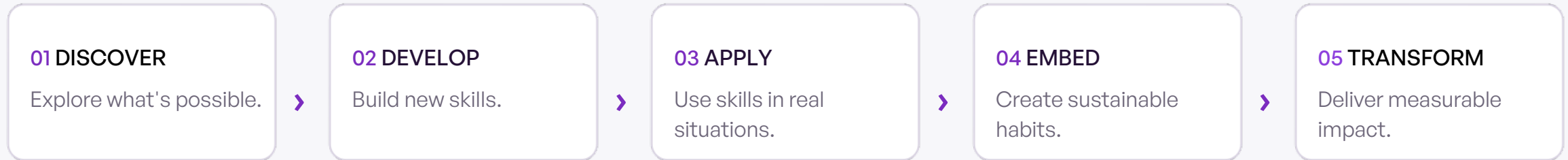
BUSINESS IMPACT

Turn individual improvements into wider value.

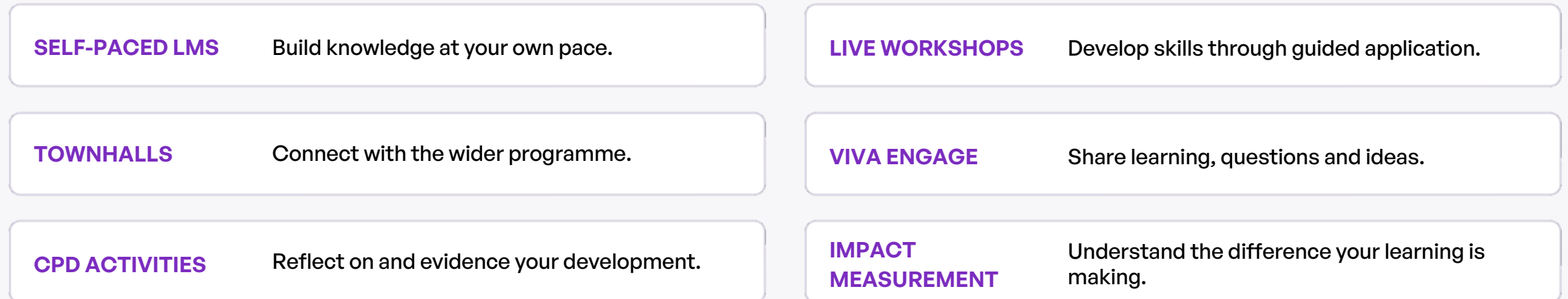
Success is measured by the impact AI helps you create, not simply how often you use it.

From discovery to transformation

Capability grows through learning, experimentation and application.



How you'll learn



Learn • Experiment • Apply • Reflect • Share • Improve

Successful AI adoption is about people, not just technology

Three dimensions support sustainable change.

Learning how to use Microsoft Copilot is only one part of successful AI adoption.

The MEL Framework helps you consider three important dimensions of lasting change.

MINDSET

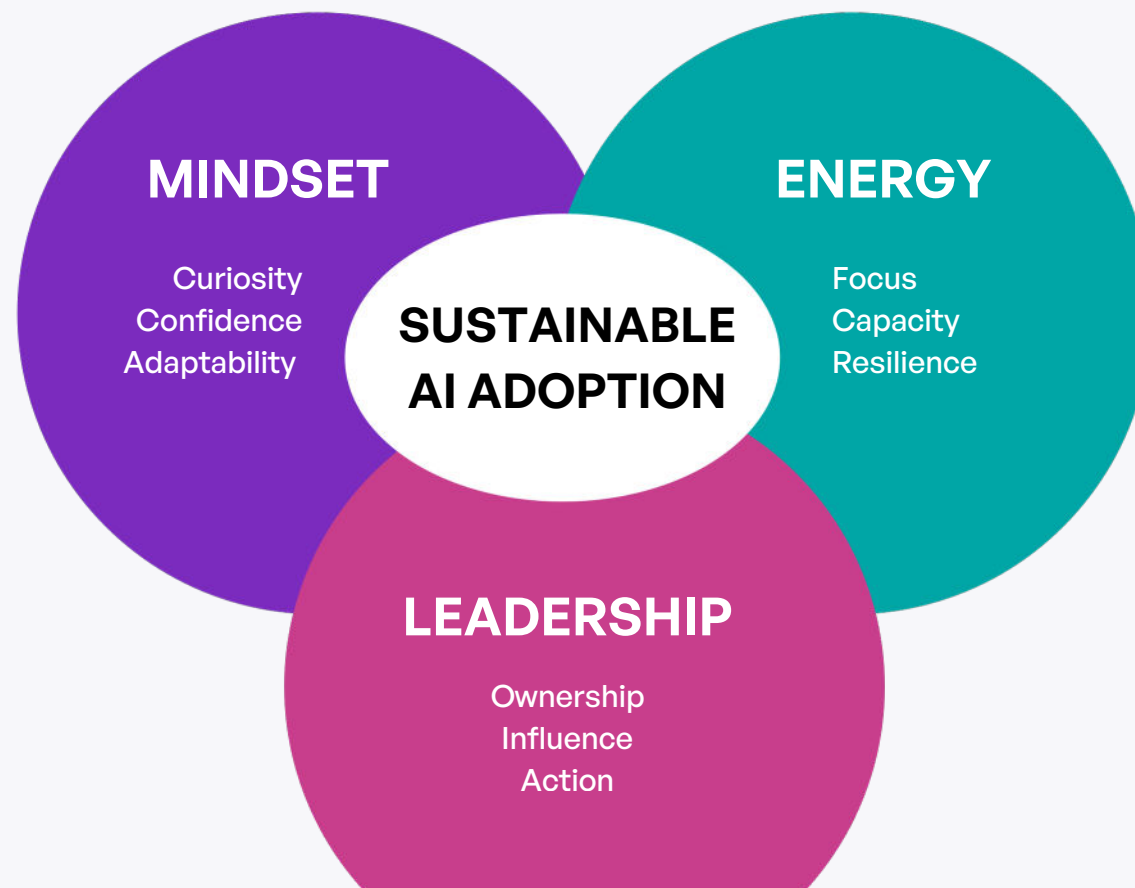
Stay curious, confident and open to learning.

ENERGY

Create sustainable performance and manage change without becoming overwhelmed.

LEADERSHIP

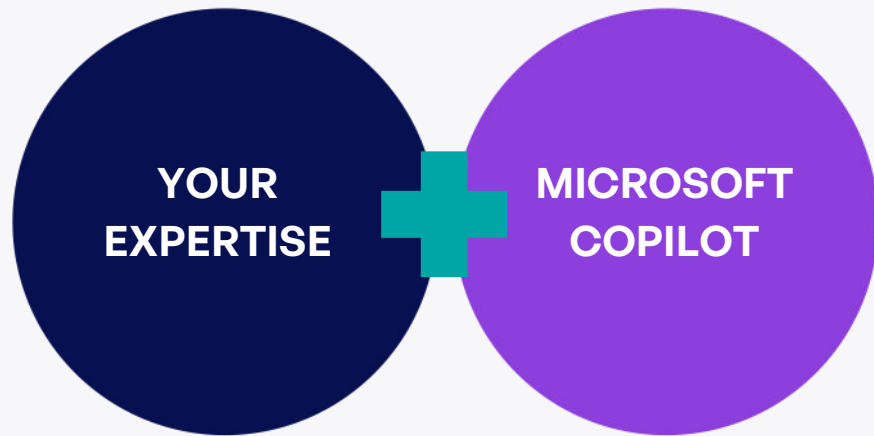
Take ownership, influence others and turn learning into action.



The key principle to remember: successful AI adoption is as much about people as it is about technology.

Build on what you already do well

Copilot can amplify your strengths, but human judgement stays in the loop.



CLEARER COMMUNICATION

MORE CREATIVE THINKING

GREATER PRODUCTIVITY

IMPROVED PROBLEM-SOLVING

STRONGER DECISION-MAKING

Human judgement stays in the loop.

Copilot can support your work, but you remain responsible for the final outcome.

PROMPT



REVIEW



CHECK



APPLY CONTEXT



DECIDE

Provide clear instructions and context.

Consider the output.

Check accuracy, relevance and quality.

Bring in your knowledge and expertise.

Make the final judgement.

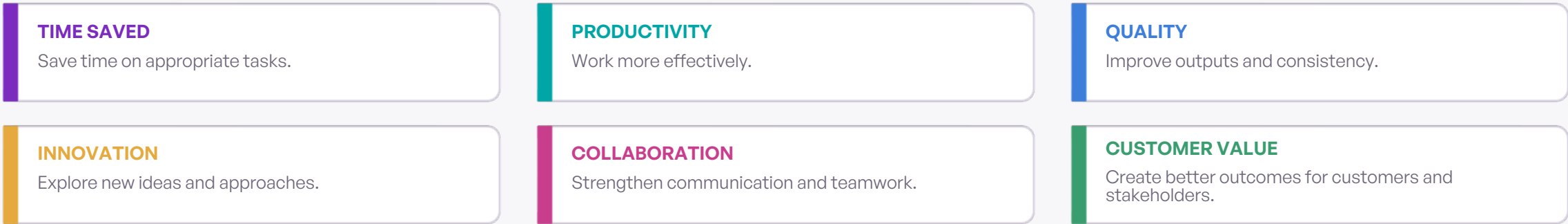
Copilot supports the process. You make the decision.

From capability to meaningful impact

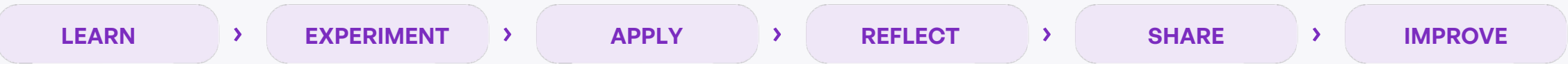
The most powerful learning happens when knowledge is applied to real work.



Six areas of impact



Making learning stick



Engage fully, experiment, apply your learning, reflect on the results and share what works.

Define what success means for you

Set goals, establish a baseline and create useful CPD evidence.

01 OUTCOMES

What are the three most important outcomes you want to achieve through OnyxAI?

02 DEVELOPMENT

What knowledge or skills are you most excited to develop?

03 OPPORTUNITIES

What opportunities do you see for Microsoft Copilot to enhance your role?

04 STRENGTHS

What strengths will support your success?

05 IMPACT

What positive impact do you hope to create for your team or organisation?

06 CONFIDENCE

On a scale of 1–10, how confident do you currently feel using Microsoft Copilot?

07 VALUE

What would make this learning experience valuable for you?

08 ACTION

What action will you take within the next seven days to begin creating value with Microsoft Copilot?

09 HUMAN JUDGEMENT

How will you make sure human judgement stays in the loop when using Microsoft Copilot?

10 PARTICIPATION

How will you participate in the wider OnyxAI programme?

Your Personal Success Plan is not fixed. Return to your original goals as your skills, experience and definition of success evolve.

WHAT HAPPENS NEXT?

Your OnyxAI journey starts here

Orientation is the beginning. Next, you will turn what you have explored into practical capability.

01

COMPLETE YOUR ORIENTATION

Complete your Personal Success Plan and establish your starting point.

02

ATTEND THE FOUNDATIONS WORKSHOP

Begin developing your practical Microsoft Copilot skills.

03

JOIN VIVA ENGAGE

Look out for your email invitation and connect with the OnyxAI community.

04

CONTINUE YOUR LEARNING

Learn, experiment, apply and reflect throughout the wider programme.

05

CREATE IMPACT

Turn new skills and ways of working into measurable outcomes.