

Session 1

Fundamentals of Generative AI

for IPAC Members

Land Acknowledgment

With participants joining virtually from coast to coast,
we acknowledge and respect the ancestral and unceded territories of all First Nations, Inuit, and Métis peoples.

We encourage everyone here to take the opportunity to learn about the diverse and unique histories, cultures, and aspirations of the peoples on whose territories you work and live and determine how you can take action towards reconciliation.

Here with us today



Pauline Martin

Director,
Government Industry Advisory
Microsoft Worldwide Public Sector

pauline.martin@microsoft.com

Today's Agenda

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- 01** The AI Moment: Why Now?
 - 02** Recap & Prompt Activity: Prompting Fundamentals
 - 03** Evolution of AI: From Generative to Agentic
 - 04** High Value Use-Cases
 - 05** Hot Topics & Governance with Q&A Pauline
 - 06** Closing & Next Steps

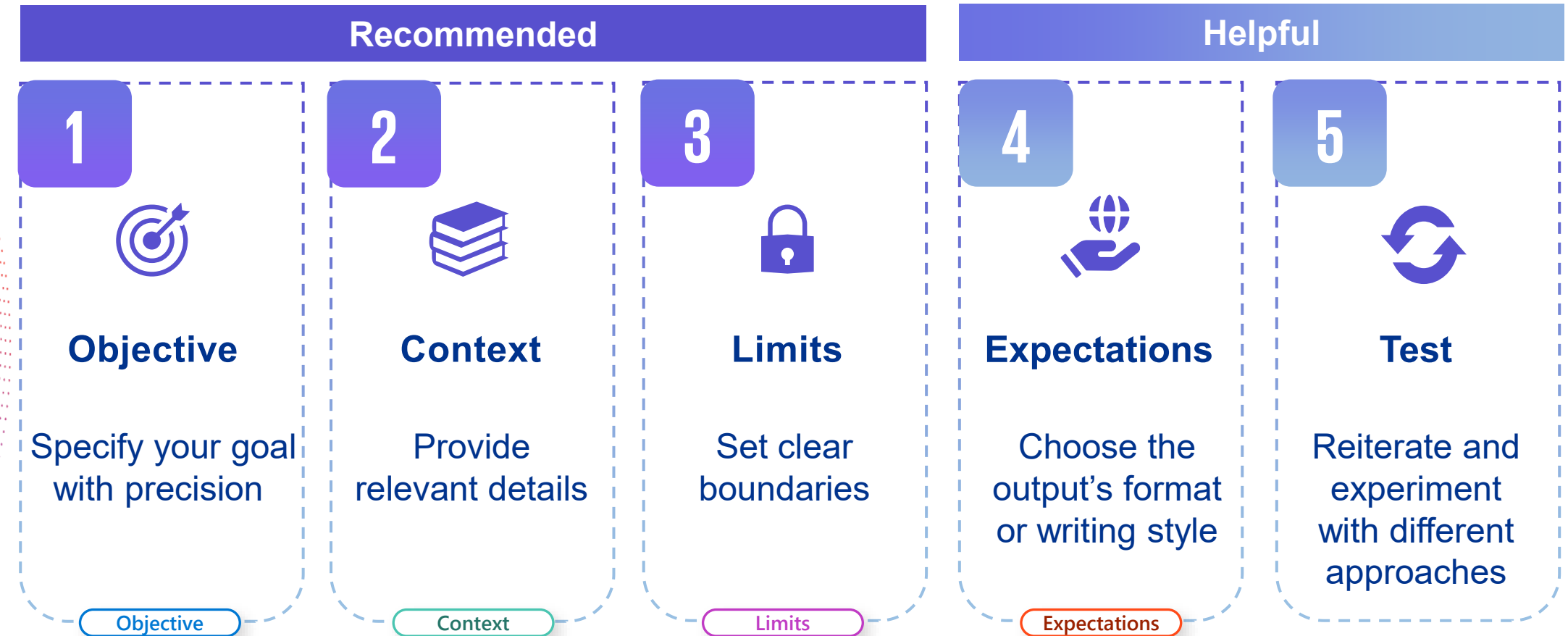


02

Activity: Prompting Fundamentals with Pauline

Five Pillars of Writing Effective Prompts

While there is no single formula for the ideal prompt, we do have guiding principles that serve as the foundation for constructing prompts that elicit the best possible responses from Generative AI.



First Attempt to LinkedIn Post

Basic Prompt using Copilot Chat (Free Version)

1st

I would like to draft a LinkedIn post celebrating my AI Literacy achievement badge.

Option 1: Personal and reflective

 Copilot



Here are a few polished LinkedIn post options you can choose from, depending on the tone you want. All are professional and authentic, without sounding promotional.

Option 1: Professional and reflective

I'm pleased to share that I've earned my AI Literacy digital badge.

This experience reinforced the importance of understanding how AI works, where it adds value, and how to apply it responsibly and ethically. As AI becomes increasingly embedded in public sector and industry decision-making, literacy is essential not just for technologists, but for leaders, policymakers, and advisors.

Grateful for the opportunity to continue learning in this fast-moving space.



#AILiteracy #LifelongLearning #ResponsibleAI #DigitalSkills

First Attempt to LinkedIn Post

Basic Prompt using Copilot Chat (Free Version)

1st

I would like to draft a LinkedIn post celebrating my AI Literacy achievement badge.

Option 2: Recognition of alignment to my role

Option 2: Public-sector and leadership focused

I've just earned my AI Literacy digital badge, deepening my understanding of how AI systems work and how they can be applied responsibly.

AI literacy is becoming a core capability for leaders, especially across government and regulated industries, where trust, transparency, and outcomes matter. This milestone is part of my ongoing commitment to informed, ethical, and human-centred use of AI.

#AILiteracy #PublicSector #ResponsibleAI #Leadership #AI

First Attempt to LinkedIn Post

Basic Prompt using Copilot Chat (Free Version)

1st

I would like to draft a LinkedIn post celebrating my AI Literacy achievement badge.

Option 3: Offering opportunities to improve

Option 3: Concise and celebratory

Excited to share that I've earned my AI Literacy digital badge 🎉

Building AI literacy is critical as these technologies shape how we design services, make decisions, and deliver impact responsibly.

#AILiteracy #AI #ContinuousLearning #ResponsibleAI

If you'd like, I can:

- Tailor it to Microsoft, government, or partner audiences
- Make it more personal or more executive-tone
- Add a short line explaining what the badge represents

Creating an effective prompt

Include the right prompt ingredients

To get the best response, it's important to focus on some of the key elements below when phrasing your prompts.

Objective

Clearly state the objective

Context

Why do you need it and for what purpose?

Draft a LinkedIn post that celebrates my digital badge for AI Literacy to show my growth mindset towards AI adoption in my role. It should fit onto one screen when viewed on a mobile phone. Please reference the course invitation for highlight of what I've learned so others can also take advantage of the program.

Limits

Set clear boundaries

Expectations

Choose the outputs format or writing style

Second Iteration to LinkedIn Post

Refine your Prompt using Copilot Chat (Free Version)

2nd

Draft a LinkedIn post that celebrates my digital badge for AI Literacy to show my growth mindset towards AI adoption in my role. It should fit onto one screen when viewed on a mobile phone. Please reference the course invitation for highlight of what I've learned so others can also take advantage of the program.

Polished Result:

 Copilot

Here's a polished, mobile-friendly LinkedIn post you can use or tweak:

I'm excited to share that I've earned my AI Literacy digital badge.

This course invitation helped me build a strong foundation in how AI works, where it adds real value, and why responsible, ethical use matters, especially in leadership and public sector contexts.

It reinforced a **growth mindset** I bring to my role: staying curious, informed, and confident as AI becomes part of everyday decision-making.

If you've received the course invitation, I highly recommend taking advantage of it. AI literacy is becoming a core leadership skill, not a technical one.

#AILiteracy #GrowthMindset #ResponsibleAI #ContinuousLearning #Leadership

Third Iteration to LinkedIn Post

Add more context for precision and detail:

3rd

Please reference this invitation specifically and re-draft with more detail and impactful language that will both showcase my learning and encourage my peers to learn: <https://ipac.ca/aiagents>

Output from attaching contextual documents:

Here is a revised **one-screen, mobile-friendly LinkedIn post** that explicitly references the invitation and balances credibility, learning, and invitation to peers. It uses clear, human language and avoids hype.

Grateful to have earned my **AI Literacy digital badge**, reinforcing my growth mindset toward responsible AI adoption in my role.

This learning came through an invitation to **IPAC's AI Agents & AI Literacy program** (<https://ipac.ca/EN/Public/Events/ai25.aspx?EventKey=AIAGENTS25>). The experience deepened my understanding of how AI systems work, where they create real public value, and how leaders can adopt them thoughtfully, ethically, and with confidence.

AI literacy is quickly becoming a core leadership skill, not a technical nice-to-have. If you receive this invitation, I strongly encourage you to take advantage of it.

#AllLiteracy #GrowthMindset #ResponsibleAI #Leadership #ContinuousLearning


Fourth Iteration to LinkedIn Post

Add your own personal voice and tone

4th

I'd like the tone to reflect my own voice. Slightly warmer tone please. Remove em dashes so it doesn't appear to be created with AI. Please add more enthusiasm!

Final draft:

 Copilot


Here is a slightly warmer, more enthusiastic version that still fits comfortably on one mobile screen and keeps your reflective voice. No em dashes included.

Really pleased to share that I have earned my **AI Literacy digital badge** through IPAC's *AI Agents and AI Literacy* program (ipac.ca, AI25 EventKey).

The course reinforced something I believe strongly. AI literacy is not about becoming technical. It is about strengthening judgment as AI increasingly shapes public value, decisions, and risk in complex environments.

It also reinforced my own growth mindset. Staying curious, informed, and intentional about how AI is adopted in leadership roles matters.

If you received the invitation, I would highly recommend taking advantage of the program. AI literacy is becoming a core leadership capability.


#Alliteracy #GrowthMindset #ResponsibleAI #Leadership #ContinuousLearning

Final Iteration to LinkedIn Post

Language translation capabilities

5th

Translate the final draft into French.

French draft:

Remember to always act as the final reviewer in all instances.

Je suis ravie de partager l'obtention de mon badge numérique en **littératie de l'IA**, grâce au programme **AI Agents & AI Literacy de l'IPAC** (ipac.ca, AI25 EventKey).

Cette expérience m'a rappelé que la littératie de l'IA ne consiste pas à devenir technique. Il s'agit surtout de renforcer notre jugement, alors que l'IA influence de plus en plus la valeur publique et comporte de réels risques, en particulier dans des environnements complexes et réglementés.

Elle a aussi renforcé mon état d'esprit axé sur l'apprentissage continu, rester curieuse, informée et intentionnelle dans la façon dont l'IA est adoptée et utilisée.

Si vous recevez l'invitation, je vous recommande vivement d'en profiter. La littératie de l'IA devient une compétence clé du leadership.

#LitteratielA #EspritDeCroissance #IAResponsable #Leadership #ApprentissageContinu

Final Prompt

What's Next?

6th

Are you able to post this for me on LinkedIn?

**Remember, we are always
the final decision-maker
in the loop!**

 Copilot

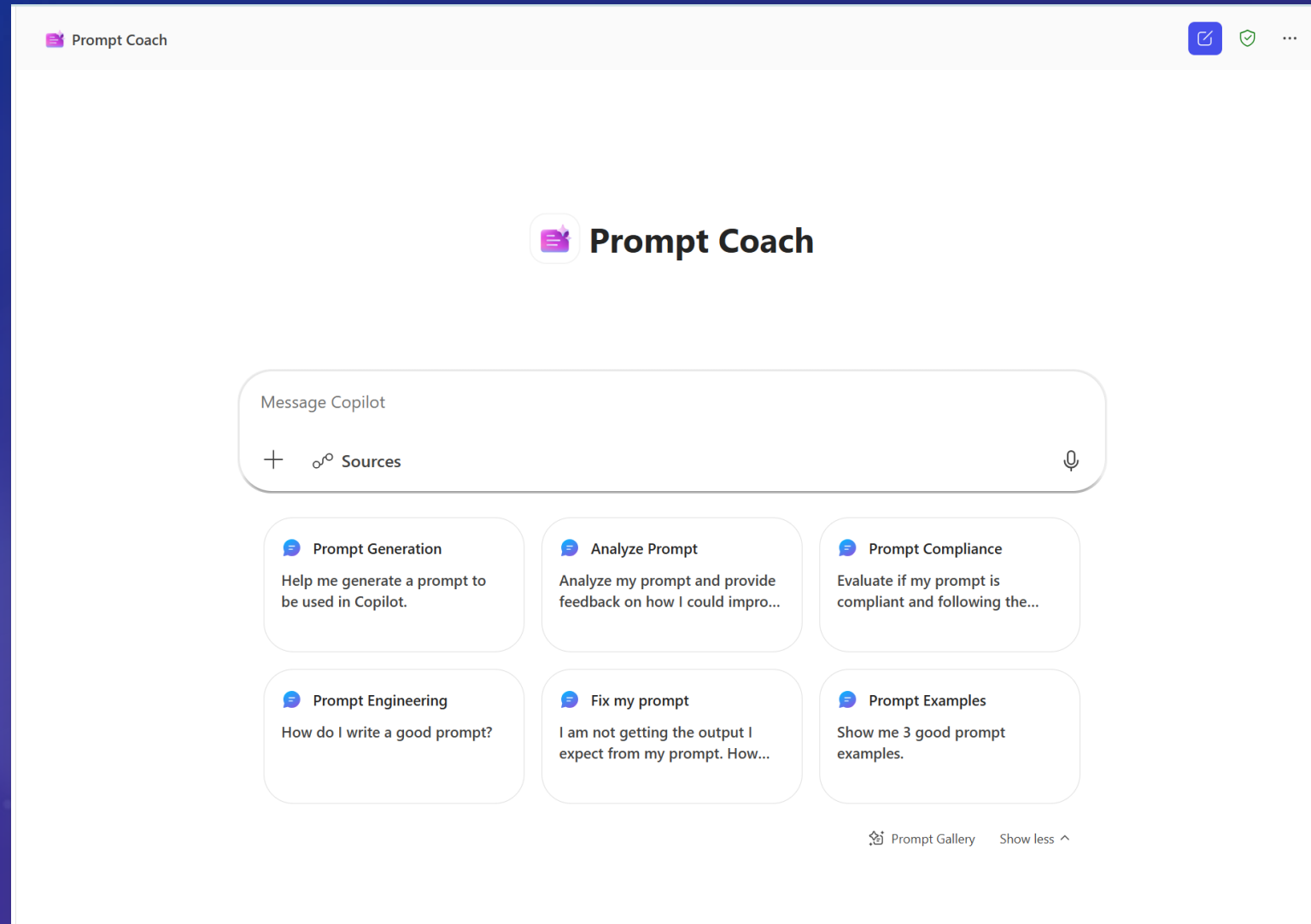
I can't post on LinkedIn **on your behalf** unless I'm actively connected to your browser session and LinkedIn account.

What I *can* do right now is make this effortless for you:

Ready-to-post LinkedIn text

You can copy-paste the post below directly into LinkedIn (it's sized to fit one mobile screen and matches the warm, reflective tone you asked for):

Using "Prompt Coach" Agent



The screenshot shows the 'Prompt Coach' interface within the Microsoft Copilot environment. At the top left, the text 'Prompt Coach' is displayed next to a small icon. In the top right corner, there are three icons: a blue square with a white checkmark, a shield, and a three-dot menu. The main heading 'Prompt Coach' is centered, accompanied by a purple icon of a book with a speech bubble. Below this is a large, rounded rectangular input field containing the text 'Message Copilot'. Underneath the input field, there is a plus sign, a 'Sources' label with a circular arrow icon, and a microphone icon. The interface features six rounded rectangular buttons arranged in a 2x3 grid, each with a blue speech bubble icon and a title. The first row includes 'Prompt Generation' (with the subtext 'Help me generate a prompt to be used in Copilot.'), 'Analyze Prompt' (with 'Analyze my prompt and provide feedback on how I could impro...'), and 'Prompt Compliance' (with 'Evaluate if my prompt is compliant and following the...'). The second row includes 'Prompt Engineering' (with 'How do I write a good prompt?'), 'Fix my prompt' (with 'I am not getting the output I expect from my prompt. How...'), and 'Prompt Examples' (with 'Show me 3 good prompt examples.'). At the bottom right, there is a 'Prompt Gallery' icon and the text 'Show less ^'.

Prompt Coach

Message Copilot

+ Sources

Prompt Generation
Help me generate a prompt to be used in Copilot.

Analyze Prompt
Analyze my prompt and provide feedback on how I could impro...

Prompt Compliance
Evaluate if my prompt is compliant and following the...

Prompt Engineering
How do I write a good prompt?

Fix my prompt
I am not getting the output I expect from my prompt. How...

Prompt Examples
Show me 3 good prompt examples.

Prompt Gallery Show less ^

From initial ask to high quality prompt:

First Prompt within Prompt Coach

I'd like to build a prompt for my morning briefing, so I receive a synthesized summary of overnight emails, urgent updates from senior staff, any press updates and today's priority meetings.

Prompt Coach

Reasoning completed in 1 step >

Great use case—this kind of “daily executive brief” prompt works *really* well when Copilot knows exactly **which sources** to scan.

One quick question (Source)

Which specific sources should your morning briefing pull from?


For example:

- **Email:** your Inbox only, or also specific folders (e.g., “VIP”, “Action Needed”), shared mailboxes?
- **Senior staff:** whose messages count as “urgent updates” (names or a distribution list)?
- **Press updates:** do you want *internal comms only* (e.g., corporate news digest) or *external news* (specific

Morning Briefing:

Follow up with response:

Email, internal comms and external news outlets, my outlook calendar and teams chat/channels tied to meetings please.

 Prompt Coach

Great—this is a strong use case and you've already provided the key Sources 👍
I'll turn this into a polished, Copilot-ready prompt using the Goal-Context-Source-Expectations framework.

Morning Briefing:

Context Continued:

Goal:

Create a concise morning executive briefing summarizing overnight developments and today's priorities.

Context:

This briefing is for a senior leader and should provide a clear, actionable snapshot to start the day quickly. Focus on relevance, urgency, and decision-making value.

Sources:

- Outlook email (prioritize overnight emails and flagged or high-importance messages)
- Internal communications (announcements, leadership updates, corporate comms)
- External news outlets (focus on major business, technology, and Microsoft-relevant news)
- Outlook calendar (today's meetings)
- Teams chats and channels tied to today's meetings or active projects

Agentic Opportunity:

Agentic opportunity -> create an agent to run this prompt for me each weekday and surface top 5 actions at the beginning of the report.

Expectations: Structure the briefing in the following sections:

- Overnight Email Highlights
- Internal Updates
- External News & Press
- Today's Priority Meetings
- Teams Activity Summary

Formatting: Keep it concise and scannable (bullet points)

- Prioritize the most important items first
- Highlight urgent items with " ⚠ "
- Limit total length to ~1 page



Let's Pause: Q&A



Thank you!

Let's keep the conversation going—reach out for any additional inquiries.



Pauline Martin

Director,
Government Industry Advisory
Microsoft Worldwide Public Sector
pauline.martin@microsoft.com

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