

# CoCounsel Drafting

## Getting Started

### Course Description

Learn how to navigate and work with CoCounsel Drafting, the generative AI legal assistant in Microsoft Word, which integrates seamlessly into your existing workflow. CoCounsel Drafting has dedicated features known as skills, which you can use flexibly and combine to optimize your work.

### In this session we will cover the following:

- What is CoCounsel Drafting?
- Installing the CoCounsel Drafting Add-in
- CoCounsel Drafting Panel Navigation
- CoCounsel Drafting Skills: Find, Draft, Review, Finalise
- Where to find help and support

### Session Duration

30 minutes

### Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

### Learning Materials

Online help and support materials available [HERE](#)

### Training Specialist

Each session will be the same and will be facilitated by our Training Specialists.