

CREATE **Intermediate** 30 MIN · UPDATED 2026-10-01

Draft a compliance training video script with Copilot Chat.

Draft the script for a compliance training video from the actual policy text instead of writing it from memory.

MICROSOFT 365

Word

WORKS WITH

Copilot

Business Outcome

A compliance video script that accurately reflects current policy, cutting drafting time significantly.

Workflow Steps

Step 1: Identify the specific policy the video must cover

Word

Pull the current, approved policy document — a script written from a general understanding of "compliance" rather than the specific current policy will miss required details.

Step 2: Ask Copilot Chat to draft the script

Copilot

Give it the policy text and ask for a script in plain, spoken language appropriate for a training video, not a restatement of the legal text.

PROMPT

Using this policy document, draft a 3-minute training video script that explains the key requirements in plain language an employee with no legal background would understand. Flag anything you simplified that might need legal review.

Step 3: Have compliance or legal review the script

Word

Confirm every simplified or paraphrased point still accurately represents the policy — plain language is the goal, but not at the cost of accuracy.

Step 4: Pilot the video with a small group before full rollout

Word

Show it to a small group drawn from the actual target audience (not the legal or compliance team who already knows the policy) and ask them to state the key requirements back in their own words afterward.

If they can't, the plain-language simplification didn't land, and that's worth fixing before a company-wide release rather than after.

✓ Check the work

- Legal or compliance has signed off on every simplified point.
- The script covers every requirement the source policy actually states.
- A pilot audience confirmed the key points landed clearly.



Expected Outcome

A reviewable video script covering the required compliance points in plain, trainable language.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■