AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents)

Category: AI, Data & Analytics | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Provide a high-level, practical introduction to Microsoft AI and automation tools to help teams identify opportunities to improve and automate work processes.

About This Course

Provide a high-level, practical introduction to Microsoft AI and automation tools to help teams identify opportunities to improve and automate work processes.

Who Should Attend

A practical, hands-on introduction to Microsoft AI and automation tools for business users, managers, and technical teams looking to improve productivity, reporting, and workflows.

Prerequisites & Entry Requirements

General Prerequisites:

To get the most value from this workshop, attendees should have:

- Basic computer and digital literacy skills
- General familiarity with Microsoft 365 applications such as Outlook, Teams, Word, and Excel
- Experience using business applications in a professional environment
- An interest in AI, automation, and workplace productivity improvements

Learning Outcomes

Upon successful completion of this course, participants will be able to:

By the end of this workshop, participants will be able to:

- Understand the core concepts of Artificial Intelligence and Generative AI in a business context
- Identify practical use cases for AI tools within day-to-day business operations
- Navigate and use key Microsoft AI technologies including Microsoft Copilot, Microsoft Power BI, Microsoft Power Automate, and Copilot Agents
- Use AI-assisted prompting techniques to improve productivity and content generation
- Intro to Automating simple business processes and repetitive tasks using Power Automate
- Understand how AI agents can support workflows, customer engagement, and internal business processes
- Evaluate opportunities for AI adoption within their own department or organisation
- Recognise key considerations relating to governance, security, responsible AI usage, and data protection
- Develop confidence in using Microsoft AI tools to support collaboration, reporting, communication, and decision-making

Detailed Course Outline

Course Outline

Power BI – 1.5 Hours

• What Power BI is and where it fits in the Microsoft ecosystem

• Connecting to data sources

• Building simple dashboards

• Identifying reporting automation opportunities

• Real-world business use cases

Power Automate – 2 Hours

• Introduction to workflow automation

• Understanding triggers and actions

• Automating common manual processes

• Examples: approvals, notifications, document flows

• Identifying automation opportunities in your current processes

Microsoft Copilot & Copilot Agent – 2.5 Hours

• What Copilot is and how it works within Microsoft 365

• Prompting techniques for business users

• Using Copilot in Outlook, Word, Excel, Teams

• Introduction to Copilot Agents

• Identifying AI-assisted productivity gains

Additional Course Details

Nexus Humans AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents)?

Yes, we provide corporate training, dedicated training, and closed classes for AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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