

DW-101: Unlock AI-powered future of work with Microsoft 365 Copilot + Agents

Course Type: Project Ready Technical

1. Course Objectives

This guide provides essential, actionable instructions for trainers delivering the “Unlock AI Powered Future of Work with Microsoft 365 Copilot + Agents” Project Ready course. It ensures effective preparation, audience adaptation, best practice alignment, compliance, and world-class hands-on training.

2. Target Audience

- Presales-Technical Professionals
- AI Developers and Pro-Code Engineers
- Technical Enablement Leads and ISV Developers

3. Course Overview

This course consists of 3 days *4 hrs per day (total 12 hrs) as follows:

Modules	Focus
Day 1	Accelerate AI Transformation with Microsoft 365 Copilot: Provides a comprehensive overview of Microsoft 365 Copilot, covering its experiences, security, pricing, and deployment strategies. It also includes hands-on labs to explore Copilot’s integrated AI agents for research, analysis, automation, and contextual knowledge assistance.
Day 2	Build your own agents: Focuses on enabling businesses to build and extend their own AI agents using Microsoft 365 Copilot tools and Copilot Studio. It guides participants through agent design, prioritization, and industry use cases, followed by hands-on labs to create, extend, and integrate custom agents for real-world scenarios.

Day 3	<p>Governance, visibility and cost controls: Focuses on establishing governance, visibility, and cost control frameworks for managing Microsoft 365 Copilot and custom agents.</p> <p>It includes hands-on labs to build autonomous agents for IT support and create prompt-driven actions for automated content generation.</p>
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4. Recommended delivery Format Options

Format	Duration	Notes
3 Days Format	4:00 hrs	Suggested: 120 mins lecture 120 min hands- on labs