

KOENIG SOLUTIONS • COURSE OUTLINE

Agent in a Day

Learn to build and customise AI-powered agents in Microsoft Copilot Studio, from topics and triggers to autonomous agent flows.

8 Hours

DURATION

6

MODULES

19

TOPICS

COURSE OVERVIEW

Join this one-day hands-on training to quickly get up to speed with Microsoft 365 Copilot Chat and Microsoft Copilot Studio. Learn how to easily create and customize AI-powered copilots that boost productivity and streamline tasks-no coding needed. We'll guide you through real-world examples, step-by-step demos, and how Copilot works with Microsoft 365 apps. By the end, you'll be ready to build smart, time-saving solutions for your team or business.

WHO THIS COURSE IS FOR

Power Platform Users

Business Analysts

IT Professionals

Productivity App Developers

Automation Specialists

LEARNING OBJECTIVES

In this course, you will learn:

- Create Agents from scratch
- Customize agents
- Create topics and triggers
- Integrate Gen AI capabilities in the Agent
- Integrate Power Automate

6 Modules, 19 Topics

01

Introduction

TOPICS

Introduction to Power Platform · Introduction to Microsoft 365 Chat · Introduction to Microsoft Copilot Studio · Creating and Setting up Environments · Introduction to Copilot Studio Settings

02

Planning & Creating Agents

TOPICS

Identifying the scope for the agent · Planning for details of the agent

03

Authoring Canvas & Tools

TOPICS

- Using message vs. question nodes effectively
- Capturing user input with entities and variables
- Setting up custom entities
- Using slot-filling for guided conversations
- AI-assisted topic creation and modification
- Available tools in Copilot Studio

04

Agent Flows

TOPICS

Overview of Power Automate and connectors · Triggering flows from Copilot Studio

05

Building Autonomous Agents

TOPICS

Introduction to autonomous agents · Conversational vs autonomous agents

06

Crafting Agent Instructions

TOPICS

Building blocks of writing agent instructions · Using Triggers for autonomous agent

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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