

KOENIG SOLUTIONS • COURSE OUTLINE

Power Automate for Everyone: Building Non-Robotic Automation Skills

Learn to build automated workflows with Power Automate, from connectors and triggers to error handling and AI Builder.

2.5 Hours

DURATION

4

MODULES

11

TOPICS

2.5 hours workshop

COURSE OVERVIEW

This course introduces Power Automate, covering what it is, how low-code automation differs from traditional approaches, and real-world use cases. It examines the core components of flows, including connectors, triggers, actions, conditions, loops and approvals. The course then applies these components to automate common business processes such as email notifications, approvals and data entry with Excel and SharePoint. It closes with advanced workflow techniques, including error handling and logging, using AI Builder for automation, and securing and managing flows.

WHO THIS COURSE IS FOR

Business Analysts

Process Owners

Office Administrators

Operations Managers

IT Support Staff

Citizen Developers

LEARNING OBJECTIVES

- Explain what Power Automate is and how it works
- Compare low-code automation with traditional automation methods
- Identify real-world use cases for automation
- Configure connectors, triggers, actions and conditions
- Apply loops and approvals within a workflow
- Implement email notifications and approval processes
- Automate data entry into Excel and SharePoint
- Apply error handling, logging and AI Builder in flows

4 Modules, 11 Topics



Introduction to Power Automate

TOPICS

What is Power Automate? · Low-Code vs. Traditional Automation · Real-World Use Cases



Understanding Power Automate Components

TOPICS

Connectors & Triggers · Actions & Conditions · Loops & Approvals



Automating Common Business Processes

TOPICS

Email Notifications & Approvals · Automated Data Entry (Excel, SharePoint)



Advanced Workflow Techniques

TOPICS

Error Handling & Logging · Using AI Builder for Automation · Securing & Managing Power Automate Flows

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.

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