



Copilot AI Agents for Employees

Available In:

- English
- Spanish
- Virtual

Put AI to work with Microsoft CoPilot Agents

The Copilot AI Agents for Employees class is a hands-on program designed to take participants beyond AI fundamentals and into real-world deployment. Building on foundational AI knowledge, this course focuses on creating, configuring, and managing Microsoft Copilot agents within the Microsoft 365 ecosystem. Participants will learn how to build custom agents grounded in company data, automate routine business workflows, enhance team collaboration through intelligent assistants, and establish governance frameworks for responsible AI use. This class delivers practical, immediately applicable skills that empower organizations to move from understanding AI to actively deploying it.

What will trainees learn?

- Understanding Copilot Agents
- Building Agents in Microsoft 365
- Grounding Agents in Company Data
- Agents for Teams and SharePoint
- Automating Business Workflows
- Agent Security and Governance
- Measuring Agent Performance
- Practical Agent Deployment
- Licensing and Prerequisites
- Future of AI Agents in the Workplace

How will this training benefit your company and employees?

Participants will gain practical skills in building and deploying Microsoft Copilot agents, grounding AI in company-specific data, automating team workflows, governing AI usage responsibly, and evaluating agent effectiveness. This training transforms AI from a concept into a competitive tool, enabling organizations to increase efficiency, reduce manual effort, and build a foundation for scalable AI adoption across departments.

Training is recommended to be deployed in 4- or 8-hour blocks for a total of 8 hours.

Access to premium Microsoft 365 Copilot (Business or Enterprise) licensing on their organization's systems will be required to participate. AI for Business (Level 1) or equivalent experience is highly recommended.



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