Training: Microsoft
AB-6008: Delegate work with AI

Microsoft Partner

TRAINING GOALS:

In this course you'll learn how to use Copilot Cowork and Scout to move beyond one-off prompts and delegate larger work outcomes. This course covers the foundations of Cowork and Scout, how to frame goals, reclaim time across common weekly workflows, explore role-based use cases, and build toward repeatable work with scheduled prompts and custom skills.

Audience Profile

This course is designed for business users who want to use AI to save time, organize work, and delegate common tasks more effectively. Learners should be comfortable using Microsoft 365 apps and interested in applying AI to everyday workflows such as planning, research, meetings, inbox management, follow-up, and repeatable team processes.

CONSPECT:

- Delegate work with AI
  - Module 1: Get more done with Copilot Cowork
  - Module 2: From prompts to goals
  - Module 3: Work on repeat

REQUIREMENTS:

- Familiarity with Copilot Chat.
- Basic functional experience with Microsoft 365 apps such as Outlook, Teams, and Word.

Difficulty level

CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

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TRAINER:

Microsoft Certified Trainer (MCT)

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