Delegate work with AI

Cursusduur: 1 Dag Cursuscode: M-AB6008 Trainingsmethode: Virtual Learning

Beschrijving:

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.

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Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Doelgroep:

This course is designed for business users who want to use Copilot Cowork and Scout 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.

Doelstelling:

- **After this course participants should be able to:**
- Understand the foundations of Copilot Cowork and Scout and how they support AI-powered delegation of work.
- Define clear goals and tasks that can be delegated to AI for effective execution.
- Use Copilot to automate common workflows such as meeting preparation, research, inbox management, and follow-up activities.
- Create effective requests that enable Copilot Cowork to perform multi-step tasks and deliver meaningful outcomes.
- Identify role-based scenarios where AI delegation can improve productivity and efficiency.
- Build repeatable work processes using scheduled prompts and custom skills to streamline recurring tasks.
- Understand the governance, security considerations, and limitations associated with using Copilot Cowork

Vereiste kennis en vaardigheden:

- Familiarity with Microsoft 365 applications such as Outlook, Teams, Word, Excel, and PowerPoint.
- Basic experience using Microsoft 365 Copilot or Copilot Chat. The associated learning module specifically lists Familiarity with Copilot Chat as a prerequisite.
- An interest in applying AI to everyday business workflows such as planning, research, meeting preparation, inbox management, follow-up activities, and task automation.
- No advanced technical, development, or AI expertise is required. The course is designed for business users at a beginner level.

Examens en certificering

None

Vervolgcursussen:

- M-MS4004 - Empower your workforce with Copilot for Microsoft 365 Use Cases (MS-4004)
- M-MS4014 - Build a foundation to build AI agents and extend Microsoft 365 Copilot (MS-4014)
- M-MS4021 - Copilot Immersion Experience (MS-4021)
- M-MS4022 - Extend Microsoft 365 Copilot in Copilot Studio (MS-4022)
- M-MS4023 - Transform Ideas into Action with Copilot Chat (MS-4023)

Cursusinhoud:

Module 1: Delegate work with AI

- Get more done with Copilot Cowork
- From prompts to goals
- Work on repeat

Nadere informatie:

Neem voor nadere informatie of boekingen contact op met onze Customer Service Desk 030 - 60 89 444

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