Delegate work with AI

Duration: 1 Day Course Code: M-AB6008

Overview:

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.

Updated Sept 2026

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

Target Audience:

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.

Objectives:

- **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

Prerequisites:

- 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.

Testing and Certification

None

Follow-on-Courses:

- 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)

Content:

Module 1: Delegate work with AI

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

Further Information:

For More information, or to book your course, please call us on Head Office Tel.: +974 40316639

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