

COURSE BROCHURE

AI-Powered Workday

Copilot, Teams & Power Platform Mastery

A live, hands-on virtual instructor-led program for professionals who use Microsoft 365 every day and want to become genuine power users of Copilot, Teams, and the Power Platform.

2-DAY PROGRAM · 3-DAY PRO PROGRAM

Delivered by Akriti Lal · Microsoft Certified Trainer · Instrovate Technologies

Why This Course

Most Microsoft 365 training stops at features. This program is built differently — every single module pairs a live demonstration with a real, hands-on lab, built around realistic business scenarios rather than generic examples. Participants don't just watch Copilot work; they build a real presentation, draft a real email, automate a real approval flow, and leave with material they can apply on day one.

What Makes This Program Different

- ✓ Hands-on, not theory — every module includes a real lab, not just slides
- ✓ Built for real work — every exercise uses realistic, relatable business scenarios
- ✓ Live & interactive — small-group virtual sessions, not pre-recorded video
- ✓ MCT-led — delivered personally by a Microsoft Certified Trainer
- ✓ Complete take-home materials — every participant keeps the lab guides and reference decks

Who This Is For

Designed for corporate professionals, managers, and teams who already use Microsoft 365 daily and want to move from passive users to confident, efficient power users — no technical background required.

2-Day Program

A complete introduction to AI-powered productivity across the applications you already use every day, plus a first look at how Teams becomes a true collaboration hub.

DAY 1 — AI FOUNDATIONS & EVERYDAY PRODUCTIVITY

Module 1: Getting Started with Microsoft 365 Copilot & Building Presentations with AI

Module 2: Smarter Writing & Email — Copilot in Word & Outlook

Module 3: Meetings, Chat & Your AI Assistant — Copilot in Teams & Copilot Chat

Module 4: Turning Data into Decisions — Copilot in Excel + Introduction to Copilot Studio

DAY 2 — BUILDING YOUR TEAM'S COLLABORATION HUB

Module 5: Microsoft Teams as Your Integrated Workspace

Module 6: Visual Task Management with Planner

Module 7: Structured Data with Microsoft Lists

Module 8: Automating Workflows with Power Automate

3-Day Pro Program

Everything in the 2-Day Program, plus a full additional day focused on advanced automation and building a real, custom AI agent — from first prompt to publication.

DAY 3 — ADVANCED AUTOMATION & BUILDING YOUR OWN AI AGENT

Module 9: Deep-Dive Workflow Integration — a capstone exercise connecting Lists, Planner, Power Automate, and Copilot into one working process

Module 10: Building Your First AI Agent with Copilot Studio — a full hands-on build, test, and publish exercise

Module 11: Governance, Security & Scaling Adoption Across Your Organization

Module 12: Capstone Workshop — Design Your Own Automation Roadmap

Pricing

Group and private cohort pricing is available on request — get in touch for a tailored quote for your organization.

	2-Day Program	3-Day Pro Program
Price per participant	\$450	\$650
Live instruction	16 hours	24 hours
Hands-on labs	8	12
Build & publish your own AI agent	—	✓
Digital course materials	✓	✓
Certificate of completion	✓	✓

Your Trainer

Akriti Lal

Akriti Lal is a Microsoft Certified Trainer and a member of the Claude Partner Network, with hands-on experience delivering Microsoft 365 and AI upskilling programs to corporate teams. Akriti founded Instrovate Technologies in 2017, delivering Microsoft and Databricks certification training globally, and has trained hundreds of professionals across corporate, retail, and financial services organizations.

READY TO GET STARTED?

Visit instrovate.com or instrovate.ae to request a quote or reserve your seat.