AI Agent & Automation Workshop

Build Business-Ready AI Agents with Copilot Studio and Power Automate

keyIT
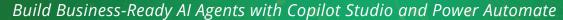Training Hub

Workshop Overview

A focused, hands-on series of three lunchtime sessions where non-technical staff learn how to create a Microsoft Copilot Studio AI Agent, connect it to a simple Power Automate action, and apply essential AI data-governance practices – all within the organisation's Microsoft 365 environment.

Workshop Details

- **Length & Timing:** Three lunchtime sessions, 12:00 – 13:30 CET on consecutive days
- **Group Size:** Up to 10 participants, led by 1 trainer

Participants finish with an AI Agent that answers from their own knowledge base and triggers automation step(s).

Workshop Preparation

- **Pre-work survey:** participants will receive a short survey asking about one repetitive task they'd like to automate; this example will be used when building their own flow.
- **Licensing check:** IT confirms standard Power Automate access.

Who Should Attend

Any professional facing repetitive, rule-based work who wants to see how an AI Agent and a simple automation can reduce manual effort (typical roles: HR, Finance, Operations, IT support).

Requirements

Participants should bring:

- ✓ A laptop or desktop with access to Microsoft 365 applications.
- ✓ Microsoft 365 licence that includes Power Automate standard connectors.
- ✓ Access to Copilot Studio in your company tenant
- ✓ One PDF, Word file, SharePoint page, or public URL to serve as your knowledge base.

Workshop program

01 **Build & AI-Governance Basics**

Set up an AI Agent with your own knowledge base in Microsoft Copilot Studio, test and get the instructions on how to publish, and learn about AI governance and why it is important.
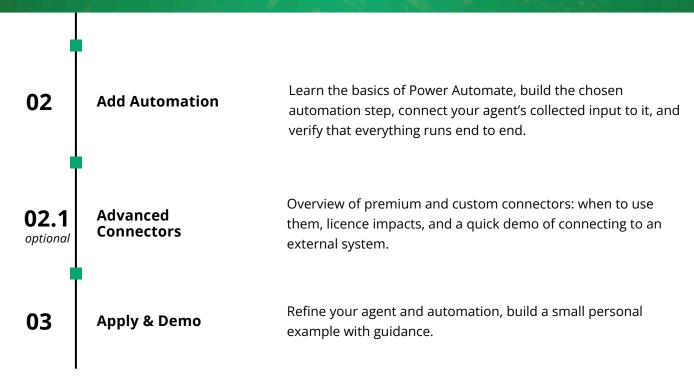
02   **Add Automation**   Learn the basics of Power Automate, build the chosen automation step, connect your agent's collected input to it, and verify that everything runs end to end.

02.1
optional   **Advanced Connectors**   Overview of premium and custom connectors: when to use them, licence impacts, and a quick demo of connecting to an external system.

03   **Apply & Demo**   Refine your agent and automation, build a small personal example with guidance.

What Participants Receive

- Quick-reference cheat sheet for agent and automation steps
- Governance Canvas and one-page checklist to keep data compliant
- Task-Finder worksheet for future automations

Licensing

- Power Automate (standard connectors): included in Microsoft 365 Business Standard / E-plans
- Copilot Studio usage: approx. $0.01 per message or 25,000 messages for $200 per tenant/month (list price, Apr 2025)

Price

The three-session basic track is priced at 1 900 CHF. Adding the optional advanced-connectors session brings the total to 2 100 CHF.

If you have a specific case to discuss or any questions, please reach out to **sales@keyit.ch**.

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