MS for Automation and Efficiency – Course Outline

Intended Audience:

- Microsoft users operating in an education tenant

Session Length:

- 9:00am – 3:30pm / 5 hours

Participant Threshold:

- Requires a minimum of 10 participants to proceed

Course Description:

This professional development session is designed for education professionals who already have a working familiarity with Microsoft 365 tools and want to deepen their expertise in leveraging them for workplace efficiency. In today's busy educational environment, maximizing productivity means not just knowing where to click, but understanding how to connect features across the Microsoft 365 ecosystem to automate tasks, streamline collaboration, and simplify day-to-day workflows. This session will provide practical demonstrations, hands-on activities, and guided exploration of Microsoft Teams, Power Automate, and Copilot AI, alongside collaboration and sharing strategies that can make the most of your existing tools.

By the end of this session, participants will leave with both practical skills and a strategic mindset to use Microsoft 365 in ways that save time, reduce repetitive work, and increase impact.

Sessions Outcomes:

At the end of this introductory session, participants will be able to:

- Confidence in using collaboration and sharing features across core Microsoft 365 programs (Outlook, OneDrive, Word, Excel, PowerPoint).
- Best practices for organizing and managing Microsoft Teams environments effectively.
- Ability to identify and automate routine tasks with Power Automate, including building simple automated flows.

- Understanding how to use Microsoft Copilot AI to assist with tasks like summarizing, drafting, and analyzing data.
- Strategies to combine Microsoft tools into efficient workflows tailored for education settings.
- Practical, hands-on experience creating automations and leveraging AI within their own accounts.

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