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Building smart agents with Copilot Studio

This training covers key topics related to designing, building, and deploying agents in Microsoft Copilot Studio—a modern low-code environment for creating intelligent assistants and agents. Participants will learn the full agent lifecycle: from concept and configuration, through data integration and process automation, to publication and distribution in channels such as Microsoft 365 Copilot and Microsoft Teams.

The program is based on official Microsoft materials and best practices, ensuring compliance with current standards and high substantive quality.
This course is an ideal starting point for IT specialists, administrators, Power Platform solution creators, and those responsible for digital transformation in organizations.
Thanks to a practical approach, participants will gain the knowledge and skills necessary to effectively use Copilot Studio in daily work—from simple user support scenarios to advanced, autonomous agents integrating with company systems and data.

Training recipients

The training is intended for:

- IT specialists involved in business process automation, low-code/no-code solution development, and AI tool implementation to increase operational efficiency.
- Power Platform solution creators and consultants designing and implementing intelligent agents, using Copilot Studio to integrate with services such as SharePoint, Dataverse, or Microsoft Teams.
- Business and data analysts who want to use Copilot Studio to create interactive agents supporting data analysis, reporting, and integration with BI systems.
- Users interested in generative AI who want to learn practical applications of artificial intelligence in agent creation, process automation, and improving user experiences.

- Individuals preparing for Power Platform and Copilot Studio certification who want to confirm their competencies in designing, building, and publishing AI agents in the Microsoft ecosystem.

Benefits

- You will learn the full lifecycle of an agent in Microsoft Copilot Studio—from design to publication and distribution.
- You will gain practical skills in creating AI agents using low-code/no-code tools.
- You will learn to integrate agents with Microsoft 365 and Power Platform services (Teams, SharePoint, Dataverse).
- You will understand how to use generative AI in business process automation.
- You will prepare for Power Platform and Copilot Studio certification, confirming your competencies.
- You will increase work efficiency through automation and intelligent solutions.

During the training, you will learn not only theory but above all practice—from the first step in Copilot Studio to deploying a ready agent in your organization. You will gain skills that will allow you to create solutions supporting users, automate tasks, and integrate data from various sources.

Training program

1. Building declarative agents with Copilot Studio Lite
- Understanding Copilot Chat and Agent capabilities
- Building declarative agents

2. Getting started with Copilot Studio
- Introduction to Copilot Studio
- Build a Declarative Agent in Microsoft Copilot Studio
- Deploying and customizing pre-built agents

3. Exploring Power Platform Solutions

4. Creating agents in Copilot Studio
- Creating custom agents
- Designing conversations for your agent

5. Designing interactive and automated agent experiences
- Enhancing user interactions with Adaptive Cards
- Automating processes with Agent Flows

6. Developing autonomous agents
- Building autonomous agents with event triggers
- Crafting agent instructions

7. Publishing and distributing agents

Expected preparation of the participant

- Basic knowledge of the Microsoft 365 environment—including apps such as Teams, SharePoint, and OneDrive.
- Ability to work with Microsoft Copilot and M365 Copilot—understanding basic functions, integration, and usage in daily tasks.
- Basic knowledge of Power Platform—familiarity with Power Automate.
- General understanding of business process automation—e.g., creating simple workflows.
- Basic knowledge of generative AI and its applications—understanding what artificial intelligence is and how it supports organizational processes.
- Ability to use a browser and online tools—to integrate agents with cloud services.

Training Includes

- manual in electronic form available on the platform: https://www.altkomakademia.pl/
- access to Altkom Akademia's student portal

Training method:
- Lecture (20%)
- Workshops (20%)
- Exercises (60%)

Duration

2 days / 14 hours

Language

- **Training**: English
- **Materials**: English