

## Transform business workflows with generative AI

**Courses Code:** AB-730T00

**Duration:** 1 Day

**Delivery Mode:** Instructor-led Training (ILT) | Virtual Instructor led Training (VILT)

### Overview

In this course, learners will discover how to apply generative AI to streamline daily tasks, enhance decision-making, and drive meaningful business outcomes. Learners will understand how to use Microsoft 365 Copilot and its functionalities to improve their productivity. The course focuses on real-world use cases—no coding required—making it ideal for those who want to confidently integrate AI into their work.

### Skills Covered

- Discover how generative AI can streamline daily work tasks
- Enhance decision-making using AI-powered insights
- Use Microsoft 365 Copilot effectively to improve productivity
- Apply Copilot capabilities across real-world business scenarios
- Confidently integrate AI tools into your everyday workflows

### Who Should Attend

Transform business workflows with generative AI is designed for professionals from a wide range of business functions, such as marketing, sales, operations, product management, customer success, human resources, and finance. The course is suitable for those looking to enhance their productivity, streamline workflows, and confidently demonstrate AI skills in a modern workplace.

### Prerequisites

Students should have basic functional experience with Microsoft 365 services.

### Course Modules

#### Module 1: What is generative AI?

Learn about generative AI, a technology that uses machine learning models to generate new content, ideas, or solutions based on existing data.

#### Module 2: Employ Copilot Chat as your AI assistant

Learn about Microsoft 365 Copilot Chat, a tool that leverages generative AI to enhance productivity and streamline workflows.



**Module : Draft and refine business content using Microsoft 365 Copilot**

This module discusses Microsoft 365 Copilot. It highlights how to create a first draft of your document, then edit and enhance your content creation process to improve efficiency and collaboration.

**Module 4: Analyze and visualize data using Microsoft 365 Copilot**

This module discusses Microsoft 365 Copilot. It highlights how to analyze and visualize data effectively.

**Module 5: Manage meetings and collaboration using Microsoft 365 Copilot**

This module discusses Microsoft 365 Copilot. It highlights how to manage meetings and enhance collaboration effectively.

**Module 6: Define the role you want Microsoft 365 Copilot to play in your business workflow**

This module provides an opportunity for you to consider how to effectively use Microsoft 365 Copilot in various business scenarios, such as drafting client proposals and creating executive summaries.

Ref: <https://trainocate.com/courses/microsoft/ab-730t00-transform-business-workflows-with-generative-ai-training>

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