Power Automate in a Day - for HR professionals

Low-code! drag-and-drop tools!
Let you automate and quickly tackle tedious tasks. Essential!

Power Automate is a tool **turning business processes into automated, consistent and visual workflows,** between various products in **Office 365** as well as connect to other on-premises and web-based solutions.

Re-deploy your created workflow to your workplace smoothly & immediately

Hand-on practice based learning journey with **HR scenarios**

Certificate of Completion

This course is an instructor-led product showcase for **Microsoft Power Automate from start to finish in an engaging and practical way.** You will be able to **bring home with ready-to-use FLOW** and gain the confidence to select the right actions and workflow logic for your business workflows.

Enrol now to enhance your value in the data-driven world!

Designed For
- **HR professional**
- **Helpdesk support**
- **Business user**

Apply Here

Speaker
Mr Paul Wu

Microsoft Certified Trainer with over 10 years training experience on Power BI and Microsoft Office Applications for all levels of users in various industries.

15 April 2026 (Wednesday)
9:30am – 5:00pm
CPD Hours: 6

Cantonese with English materials

Infocan computer training room
8/F, Yen Sheng Centre,
64 Hoi Yuen Road, Kwun Tong

Member
HK$2,400

New member
HK$3,645

Enjoy Early Bird Offer before 13 Mar 2026

Extra 5% off for previous HKIHRM Power platform series participants

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Upon completion of this course, participants will be able to:

✓ **Understand when to use Flow, and Benefits of Flow**

✓ **Describe the components of Flow and their correct use**

✓ **Create and edit Flows and Integration with Flow**

Key Topics

Getting start with Power Automate

Types of Power Automate Flows
Create Power Automate from templates
Understand logic of dynamic data

Enhancing your PowerAutomate with logics

Conditions and switches
Understand Variables & Expressions
Create Loop

Error handling

Review failure flow history

Advanced workflow

Approval Flow overview
Single
Sequential
Parallel

Scenario Practice for HR

Practice 1

Extract email attachment with specific wordings

Rename the file

Send notification

Practice 2

Setup Reminder for specific condition

Send notification

And More!

Recruitment process automation

Survey result collection automation

Simplify onboarding process

Apply Here

IHRM Academy

HR Digitalisation

? Ms Connie Wong (852) 2837 3831 | learning@hkihrm.org