

Transform your everyday business processes with agents

Leveraging Microsoft Copilot Studio for Enhanced Collaboration and Efficiency



4 February 2026 (Wednesday)
9:30am – 5:00pm
CPD Hours: 6



Member
HK\$2,400

New member
HK\$3,645

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Microsoft Copilot Studio allows organizations to quickly create agents based on business scenarios their customers and employees can easily interact with as needed. In this module, you're introduced to key concepts for agents.



Describe the components of SharePoint agents and Microsoft Copilot Chat agents



Identify who can create and use these agents



Describe the benefits of using agents



Explain how agents in SharePoint and Microsoft Copilot Chat can enhance collaboration



Understand IT governance controls for agents



Designed For

- Basic functional experience with Microsoft 365 services.
- Have a proficient understanding of general IT practices

Extra 5% off
for previous HKIHRM
Power platform series
participants



Cantonese with English materials



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



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.



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Key Topics

• Get started with agents

- What are agents?
- Who can create and use agents?
- Explore the benefits of using agents
- Enhance collaboration using agents
- Examine IT governance controls for agents

• Explore prebuilt Microsoft 365 Copilot agents

- Examine the Analyst agent
- Exercise - Use the Analyst agent
- Examine the Researcher agent
- Exercise - Use the Researcher agent
- Examine the Visual Creator agent
- Examine the Prompt Coach agent
- Examine the Idea Coach agent
- Examine the Writing Coach agent

• Build and manage an agent

- Examine the tools used to create agents
- Explore the components of an agent
- Create an agent in Copilot Chat - Part 1
- Create an agent in Copilot Chat - Part 2
- Create an agent in SharePoint
- Exercise - Create a SharePoint agent
- Test and edit your agents
- Manage your agents

• Share and use agents

- Share an agent with other users
- Share an agent in Microsoft Teams
- Interact with agents



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