



AB-6008: Delegate Work with AI

Course ID #: 7000-1222-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

Course Content

Description:

In this course, you will cover: Copilot Cowork carries out multistep work on a user's behalf across Microsoft 365. In this course, students learn what Cowork is, when to use it, and how to write requests that produce useful results. Students apply Cowork to everyday workflows, including inbox and calendar organization, meeting preparation and follow-through, and the creation of deliverables across multiple applications. Students also learn how to automate recurring work, create reusable Cowork skills, extend Cowork with plugins and connectors, and remain in control of automated work.

Objectives:

Upon successful completion of this course, students will:

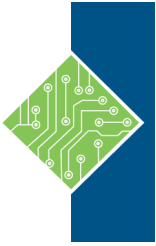
- Differentiate Copilot Chat, agents, and Cowork and choose the appropriate AI tool for the work.
- Explain how Cowork carries out multistep work across Microsoft 365.
- Write effective Cowork requests that produce useful, well-scoped results.
- Use Work IQ to ground Cowork in mail, files, meetings, and calendar information.
- Use Cowork to organize an inbox and calendar, prepare for meetings, and create multi-app deliverables.
- Automate recurring tasks and build reusable Cowork skills.
- Describe how plugins and connectors extend Cowork into connected tools.
- Manage automated work by approving sensitive actions, managing permissions, and tracking results.

Prerequisites:

- Familiarity with Copilot Chat.
- Basic functional experience with Microsoft 365 apps such as Outlook, Teams, and Word.

Target Audience:

- Business Users
- Microsoft 365 users who want to delegate multistep work to AI



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Topics:

Lesson 1: Get More Done with Copilot Cowork

- Choose the right AI tool for the job
- Understand consumption-based Copilot usage
- Explore how Cowork works
- Write effective Cowork requests
- See Cowork in action
- Understand Cowork guardrails and limitations

Exercise - Delegate your first task to Copilot Cowork

Lesson 2: From Prompts to Goals

- Explore how Work IQ grounds Cowork
- Organize your inbox and your week

- Prepare for meetings and follow through
- Create multi-app deliverables

Exercise - Draft your weekly manager update

Lesson 3: Work on Repeat

- Explore skills and automation
- Automate tasks that run on their own
- Build your own Cowork skills
- Extend Cowork with plugins and connectors
- Stay in control of automated work

Exercise - Build your own Cowork skill

Register for this class by visiting us at:

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NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Introduction

Advanced Preparation: None

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software & Applications

Recommended CPEs: 4.50

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.