

Power Platform: Power Automate

Duration:	3 hours
Delivery Method:	Group Internet – Via Microsoft Teams Meeting
Instructor(s):	Keith Sayer
Difficulty Level:	Basic
Description and Learning Objectives:	
<p>Do you wish you had more time to think of new ideas to push your business forward? Are you, instead, spending time manually completing repetitive, monotonous tasks? Automating these time thieves is now easier than ever!</p> <p>Power Automate is built right into the Microsoft 365 Power Platform. It is a business process and productivity automation tool that allows you to connect to data sources rapidly and apply logic-based automation to them.</p> <p>After attending this class, you will walk away with a basic knowledge of the Power Automate UI and tools so that you can build flows to increase efficiency and automate business processes. This class is perfect for anyone looking to stop losing time on manual tasks, something everyone from a frontline worker to the CEO can use.</p>	
Advanced Preparation:	
<p>What you will need for this Workshop:</p> <ul style="list-style-type: none"> Laptop computer with an Internet connection <p>Recommended</p> <ul style="list-style-type: none"> Login for Power Automate to follow along 	

Tentative Schedule	
Topic	Duration
Introductions / Icebreaker	10 Minutes
Introduction to Power Automate <ul style="list-style-type: none"> • Power Automate Terms and Concepts • Introduction to the Power Automate UI 	30 Minutes
Creating Flows in Microsoft Power Automate <ul style="list-style-type: none"> • Creating flows with Templates • DEMO: E-Mail Notifications and Approvals • Creating flows from the flow builder • DEMO: Creating Customers in Business Central • DEMO: Updating a list in SharePoint 	60 Minutes
Break	15 Minutes
Business Process Flows <ul style="list-style-type: none"> • Introduction to Business Process Flows • Creating Business Process Flows • DEMO: Creating a Business Process Flow 	25 Minutes
Advanced Power Automate Concepts <ul style="list-style-type: none"> • Process Flows using UI Flows • DEMO: Creating a UI Flow • Flows utilizing AI Builder • DEMO: Creating a flow in AI Builder 	40 Minutes