

AB-6008: Delegate Work with AI

Course Description

In this course you'll learn how to use Copilot Cowork and Scout to move beyond one-off prompts and delegate larger work outcomes. This course covers the foundations of Cowork and Scout, how to frame goals, reclaim time across common weekly workflows, explore role-based use cases, and build toward repeatable work with scheduled prompts and custom skills.

Course Duration

1 Day

Prerequisites

Basic understanding of Microsoft 365 apps.

Course Outline

1-Get more done with Copilot Cowork

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

2-From prompts to goals

- Introduction
- Explore how Work IQ grounds Cowork
- Organize your inbox and your week
- Prepare for meetings and follow through
- Create multi-app deliverables

3-Work on repeat

- Introduction
- 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

Who Should Attend

This course is designed for business users who want to use AI to save time, organize work, and delegate common tasks more effectively. Learners should be comfortable using Microsoft 365 apps and interested in applying AI to everyday workflows such as planning, research, meetings, inbox management, follow-up, and repeatable team processes.