

Creating Copilot Studio agents

3 day training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Creating agents

- Internal versus external agents
- Choosing an environment
- Setting instructions
- Assigning an icon

Testing your agents

- Testing your agent
- Tracking topics
- Tracking variable values
- Conversational snapshots

Working with agents

- Searching in agents
- Content moderation settings

Knowledge sources

- Supported knowledge sources
- Restricting agents' knowledge
- How generative answers work

More on variables

- Topic and global variables
- Types of variable
- System variables

Publishing

- Publishing to websites
- Publishing to Teams
- Analysing performance
- Billing overview

Basic topics

- Understanding topic triggers
- System topics
- Displaying messages
- Commenting topics

Entities

- Using pre-built entities
- Creating closed list entities
- Synonyms
- Regex entities

Adaptive cards (*)

- Designing adaptive cards
- Accepting outputs
- Controlling reprompts

More on topics

- Adding custom topics
- Adding using Copilot
- Linking topics
- Ending topics

Using entities

- Using within conversations
- Slot filling
- Proactive slot filling

Power Automate flows

- Setting flow inputs
- Basic flows
- Exporting outputs

Questions and variables

- Asking questions
- Reprompt settings
- Storing answers in variables
- Setting variables manually

Error-handling

- Error triggers
- Writing error topics

Power Automate tasks

- Sending emails
- Updating SharePoint lists
- Updating Excel tables
- Saving OneDrive files

Conditions

- Adding conditions
- Basic expressions

Pre-requisites for Creating Copilot Studio agents course

There are no pre-requisites for attending the course, although you'll find it difficult to follow if you're not already a user of AI tools like ChatGPT, Claude or Gemini.

If you already know how to create flows in Power Automate you will find some of the concepts on the course familiar. This will give you a useful head-start, but knowledge of Power Automate isn't a pre-requisite for this course.

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,995 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,695 per person + VAT
Online	Your home or office!	£1,350 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Wed/Fri 03-05 December 2025	Online	09:30-16:30	£1,350 + VAT	Book this
Mon/Wed 02-04 March 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Tue/Thu 02-04 June 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Wed/Fri 02-04 September 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Wed/Fri 02-04 December 2026	Online	09:30-16:30	£1,350 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.