

MICROSOFT OFFICIAL CURRICULUM

Microsoft

Streamline business workflows with AI chat

Program aligned

Official Microsoft Applied Skill-aligned program focused on ai-enhanced workflow productivity.

AI Productivity & Automation

Beginner

Microsoft AI Business Solutions

Applied Skill

DURATION
1 day

LEVEL
Beginner

FORMAT
Virtual, On-site, or Hybrid

CERTIFICATION
Microsoft Applied Skills credential

AUDIENCE PROFILE

Built for these roles

Built for business professionals looking to adopt AI chat tools to improve productivity, communication, and workflow efficiency.

OVERVIEW

Executive overview

Applied skill-aligned program for business users learning how to streamline and improve business workflows using AI chat tools and capabilities.

PROGRAM OUTCOMES

Capabilities your teams will gain

- Strengthen delivery capability in ai-enhanced workflow productivity scenarios
- Apply Microsoft technology skills in task-oriented, real-world workflows
- Build stronger delivery confidence through scenario-based implementation practice
- Prepare teams for hands-on Microsoft applied-skill validation

ENTERPRISE CUSTOMIZATION

Enterprise customization

Tailor this program to your organization's priorities: Helps business teams realize faster productivity gains from AI chat adoption through structured, scenario-based learning.

Customization options

- Align the workshop to your real business or technical scenario
- Add project-focused labs and implementation guidance
- Extend into adoption, governance, or production-readiness reviews

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CURRICULUM

Curriculum roadmap

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MODULE 1

AI Chat Tools

Cover ai chat tools skills through hands-on lab scenarios aligned to the AI-Enhanced Workflow Productivity applied skill in Microsoft AI Business Solutions.

- AI Chat Tools
- Workflow Productivity

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MODULE 2

Workflow Productivity

Cover workflow productivity skills through hands-on lab scenarios aligned to the AI-Enhanced Workflow Productivity applied skill in Microsoft AI Business Solutions.

- Business Use Cases
- Prompt Basics

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MODULE 3

Business Use Cases

Cover business use cases skills through hands-on lab scenarios aligned to the AI-Enhanced Workflow Productivity applied skill in Microsoft AI Business Solutions.

- Responsible Use

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MODULE 4

Prompt Basics

Cover prompt basics skills through hands-on lab scenarios aligned to the AI-Enhanced Workflow Productivity applied skill in Microsoft AI Business Solutions.

- Prompt Basics

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MODULE 5

Responsible Use

Cover responsible use skills through hands-on lab scenarios aligned to the AI-Enhanced Workflow Productivity applied skill in Microsoft AI Business Solutions.

- Responsible Use

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PROGRAM BRIEF

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PRIVATE DELIVERY

Plan a private cohort for your team

Scope delivery format, role mix, and rollout timeline with our solutions team.

Plan Private Delivery

Book advisory call

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