Generative AI

Session No#	Session mode	Session Type	Week - Day No.#	DurationHrs
1	EL-Async	**IU 1: Introduction to Copilot Studio Agents** **Video & Text** • Introduction to Generative AI • Prompt Engineering • Introduction to Copilot Studio Agents and Your First Agent • Environments, Instructions, Model, Knowledge and Testing • Meet Your First Copilot Studio Agent • Illustrated Guide - Introduction to Copilot Studio Agents and Your First Agent • Video - Introduction to Copilot Studio Agents and Your First Agent • eLearning Videos - Understanding Generative AI Models & Tools Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **100% competency** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each formative assessment. This process must be repeated until full competency is achieved.	Before Sync Session	3
2	FC -Sync	Introduction to Generative AI, Prompt Engineering, and Building Your First Agent in Microsoft Copilot Studio • This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	1-1	3
3	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 1: Build, Configure and Test Your First Agent with Private Knowledge**	1-2	3

		(Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement		
4	EL-Async	**IU 2: Tools, Connectors and Model Context Protocol in Copilot Studio** **Video & Text** • Tools, Connectors and Model Context Protocol (MCP) • Knowledge vs Live Tools, Fixed Connector Workflows, MCP Servers, OAuth Scope and Node Testing • Illustrated Guide - Tools, Connectors and Model Context Protocol • Video - Tools, Connectors and Model Context Protocol • eLearning - Tools, Connectors and MCP Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **100% competency** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each formative assessment. This process must be repeated until full competency is achieved.	Before Sync Session	3
5	FC- Sync	Tools, Connectors and Model Context Protocol in Microsoft Copilot Studio • This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	1-3	3

6	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 2: Connect an Agent to Live Data with Connector Workflows and Scoped MCP Tools** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	2-4	3
7	EL-Async	**IU 3: Skills, Knowledge, Memory and Multi-agent Orchestration in Copilot Studio** **Video & Text** • Skills, Knowledge, Memory and Multi-agent Orchestration • Workflows as Tools, the Agent Node, Reusable Skills, Knowledge, Memory and Connected Agents • Illustrated Guide - Skills, Knowledge, Memory and Multi-agent Orchestration • eLearning - Skills, Knowledge, Memory and Multi-agent Orchestration • Video - Skills, Knowledge, Memory and Multi-agent Orchestration Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **100% competency** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each formative assessment. This process must be repeated until full competency is achieved.	Before Sync Session	3
8	FC- Sync	Skills, Knowledge, Memory and Multi-agent Orchestration in Microsoft Copilot Studio	2-5	3

		• This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable •		
9	AS- Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 3: Orchestrate Specialist Agents with Skills, Knowledge, Memory and Connected Agents** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	2-6	3
10	EL-Async	**IU 4: Workflow Automation and Human Review in Copilot Studio** **Video & Text** • Workflow Automation and Human Review • Triggers, Actions, the Agent Node, Node Testing, Human Review and Run Activity • Illustrated Guide - Workflow Automation and Human Review • eLearning - Workflow Automation and Human Review • Video - Workflow Automation and Human Review Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **100% competency** before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each	Before Sync Session	3

		formative assessment. This process must be repeated until full competency is achieved.		
11	FC -Sync	Workflow Automation and Human Review in Microsoft Copilot Studio This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	3-7	3
12	AS -Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 4: Automate a Restock Review with Human Review, Branching, Loops and Classify** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	3-8	3
13	EL-Async	**IU 5: AI-powered Workflows and Document Processing in Copilot Studio** **Video & Text** • AI-powered Workflows and Document Processing • File Input, Extract Node and Typed Outputs, Review-only Packets and Agent Evaluation • Video - AI-powered Workflows and Document Processing • eLearning - AI-powered Workflows and Document Processing • Illustrated Guide - AI-powered Workflows and Document Processing Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI-Mentor. Learners are required to complete **formative assessments** (MCQs, short-answer questions, etc.) and achieve **100% competency** before proceeding to the next Instructional Unit (IU).	Before Sync Session	3

		Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and secure 100% competency in each formative assessment. This process must be repeated until full competency is achieved.		
14	FC-Sync	AI-powered Workflows and Document Processing in Microsoft Copilot Studio. • This is synchronous session conducted by the instructor which learners are required to attend. • During this session, the instructor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the assignment will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	3-9	3
15	AS- Sync	• This is a live synchronous session conducted by the mentor to support learner queries on the concepts and assignments **Assignment 5: Process Supplier Quotes with AI Extraction, then Evaluate, and Monitor** (Refer details of this assignment in the assignment brief document) The mentor will review **During this session:** • Questions posted by learners and the corresponding responses from peers related to the assignments. • The mentor will address queries • The objective of this session is to ensure that learners complete assignments and score minimum 70% in each assignment • Attendance at this session is mandatory to meet the minimum 75% attendance requirement	4-10	3
16	PM- Sync	During this session Mentor will explain the Project Brief, tasks to be completed. Learners will start doing the project and seek the support from the mentor	4-11	3
17	PI- Async	During this self paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before Sync Session	3

18	PM-sync	During this session, the Mentor will review the tasks completed and explain tasks to be completed. Learners will continue doing the project and seek the support from the mentor	4-12	3
19	PI-Async	During this self paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before Sync Session	3
20	PI -Async	During this self paced session, Learners will start completing the project tasks If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peers or mentors support. After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before assessment	3
21	SA-Sync	Summative Assessment (Per learner) Project Presentation Oral Questioning	5-13	30 min

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