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# Power Automate Intensive

## Build Intelligent Workflows & Operational Automation Tagline: Automate Smarter — From Triggers to Governance

FA-0358 · 3-day

Automation, RPA & Power Platform

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## Introduction

This 3-day Power Automate course is designed to develop professional competence in understanding digital operating models and building intelligent automated workflows that solve real business challenges. You will learn how to design, implement, and govern Power Automate flows that connect multiple systems, handle approvals, notifications, conditions, and integrate with services like SharePoint and Teams. Instruction focuses on industry-proven practices, not academic theory, under the guidance of a trainer with over 30 years of experience. By the end of the workshop, learners will have hands-on experience and a completed automation project that demonstrates their command of the platform and workflow logic.

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## Learning outcomes

Participants will be able to:

- Understand the Power Automate platform, its role in digital operating models, and how automation enhances efficiency.
- Design and create automated cloud flows using **triggers, actions, variables, and conditions**.
- Build **approval flows**, including adaptive cards and SharePoint integrations.
- Implement notifications, error handling, logging, retry policies, and governance best practices.
- Integrate Power Automate with tools like **Microsoft Teams and SharePoint**.
- Demonstrate mastery by completing a **real-world automation project** on Day 3.

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# Prerequisites

Participants should have:

- Basic understanding of Microsoft 365 apps and cloud services.
- A Microsoft 365 account with access to Power Automate.
- Familiarity with business process logic and workflow concepts.

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# Training outline

## 1. Foundations of Workflow Automation

Overview of Power Automate

- Purpose and capabilities of cloud flows and automation.
- Types of flows: Automated, Instant, Scheduled.

Digital Operating Models

- How automation fits into business processes and operational delivery.
- Identifying workflow opportunities in business scenarios.

## 2. Triggers, Connectors & Actions

Understanding Triggers

- Event-based, manual (instant), and scheduled triggers.
- Common connectors: SharePoint, Outlook, Teams, Forms, OneDrive.

Actions and Workflow Logic

- Core actions and sequencing.
- Using conditions, loops, and variables.
- Handling outputs and dynamic content.

## 3. Building Practical Flows

Creating Automated Flows

- Setting up real workflow examples (notifications, data syncs).

Instant and Scheduled Flows

- On-demand triggers, scheduled clean-ups, timed reports.

## 4. Approvals & Adaptive Cards

Approvals Fundamentals

- Approval actions: Start and wait for an approval, responses.
- Approval types and assignment.

Adaptive Cards in Workflows

- Using Adaptive Cards for approver experience in Teams and Outlook.
- Designing interactive approval messages.

## 5. Integrations with Microsoft Services

SharePoint Integration

- Triggering flows from SharePoint lists and libraries.
- Updating list items and document libraries.

Teams and Forms

- Posting notifications and approvals in Teams.
- Handling form responses with Power Automate.

## 6. Advanced Workflow Components

Governance & Best Practices

- Flow environment management and deployment policies.
- Lifecycle and security considerations.

Error Handling & Reliability

- Implementing logging, retry policies, and exception logic.
- Monitoring flows and interpreting run histories.

## 7. Robotic & Intelligent Automation Basics

- Introduction to AI-enhanced flows and Copilot assistance (if available).
- Basic RPA concepts for task automation.

## 8. Assessment Project (Day 3 Focus)

Project Planning

- Define a real business process to automate.
- Identify triggers, actions, approvals, and endpoints.

Implementation

- Build the full workflow with connectors (e.g., SharePoint + Teams).
- Include approval steps, adaptive cards, notifications, and error handling.

Testing & Refinement

- Test scenarios, capture logs, add retry logic.

Presentation

- Demonstrate the automation and explain design decisions.

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