



# MFE-IT

Reference: KJ/EN/2PA

## Power Apps and Power Automate Training Course

Build Intelligent Apps and Workflows Without Coding

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*Duration: 3 Days | Hours: 21 h*

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*Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice*

## DESCRIPTION

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Microsoft's Power Platform is revolutionising the way organisations manage data, automate processes and create applications without code. Power Apps lets you build business applications in low-code; Power Automate lets you automate repetitive tasks across Microsoft 365 and beyond. Together, they form the fastest way to digitise an internal process.

This practical training course is accessible to everyone, even those without technical experience. You will learn to design simple applications with Power Apps, create automated flows with Power Automate, connect everything to SharePoint, Microsoft 365 and other services, and structure your solutions with proper security and governance. The goal is concrete autonomy: you leave with end-to-end solutions you can apply in your own context.

## LEARNING OBJECTIVES

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By the end of this training course, participants will be able to:

- Design simple business applications with Power Apps (forms, galleries, logic)
- Create automated flows with Power Automate (alerts, approvals, synchronisation)
- Connect apps and flows to SharePoint, Microsoft 365, Excel and Outlook
- Implement security and sharing rules to ensure compliance and governance
- Structure solutions for a smooth user experience and scalability over time
- Combine Power Apps + Power Automate for end-to-end business processes

## PREREQUISITES

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- Basic knowledge of computers and Microsoft 365
- Familiarity with operating systems and office tools
- No advanced technical prerequisites required

*Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.*

## TARGET AUDIENCE

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Business users, HR, project managers and continuous improvement leaders who want to digitise internal processes without coding.

## DETAILED PROGRAMME

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The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

### Module 1 – Discover the Power Platform

- Overall architecture: Power Apps, Power Automate, Power BI, Dataverse
- Positioning vs SharePoint and Microsoft 365
- When to use what — concrete examples

### Module 2 – Power Automate: Automate Without Coding

- Simple to complex workflows: alerts, reminders, synchronisation
- Standard connectors, conditions, approvals
- Teams and email notifications, multi-step logic

### Module 3 – Power Apps: Create a Business Application

- Power Apps interface, galleries and forms
- Step-by-step creation of an HR or logistics application
- Mobile and browser deployment

### Module 4 – Combining Apps and Flows

- Front-end Power Apps + back-end Power Automate flow
- Storage and management via SharePoint
- Real business use cases: leave requests, customer follow-up, ticket management

### Module 5 – Governance, Security and Collaboration

- Permissions and access management
- Publishing and app lifecycle
- Best practices for sharing and adoption

### Module 6 – Customised Case Studies

- Hands-on scenarios adapted to your business context
- Teams and Outlook integration
- Production-ready patterns and pitfalls to avoid

## TEACHING METHODS

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### Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

### MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

### Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

### Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

### Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: [contact@mfe-it.com](mailto:contact@mfe-it.com).

## PRACTICAL INFORMATION

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### Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

### Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

### **Benefits for Participants**

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

### **Benefits for the Organisation**

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts