



MFE-IT

Reference: KJ/EN/PAU

Power Automate Training Course

Automate Without Code — From Simple Alerts to Complex Workflows

Duration: 2 Days | Hours: 14 h

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

DESCRIPTION

Repetitive tasks slow down productivity in every department of the company. With Power Automate, anyone can design their own automations — without code — to send alerts, trigger validations or integrate data between applications. The cumulative time savings across an organisation can be enormous.

This Power Automate training course enables you to take action, step by step, to identify, design and deploy smart flows — whether simple or complex — within Microsoft 365 and beyond. You will master cloud flows, connectors, conditions, approvals, and the integration patterns that turn automation into a sustainable practice rather than a one-off experiment.

LEARNING OBJECTIVES

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

- Understand the possibilities and logic of Power Automate
- Create simple automated flows (alerts, synchronisation, reminders)
- Design multi-step workflows with conditions, approvals and loops
- Connect Power Automate to Outlook, SharePoint, Excel, Teams, Planner and Forms
- Monitor, debug, document and improve your flows over time
- Manage permissions, notifications and errors with precision

PREREQUISITES

- Daily use of Microsoft 365 (Outlook, SharePoint, Teams)
- No coding knowledge required
- Comfortable with conditional logic and simple automation concepts

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

Business, HR, administrative, support, project manager and non-developer IT profiles.

DETAILED PROGRAMME

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 – Introduction to Power Automate

- Positioning in the Microsoft Power Platform
- Cloud flows vs Power Automate Desktop (RPA)
- Common business automation use cases

Module 2 – Building Your First Flows

- Triggers: scheduled, automated and manual
- Standard connectors (Outlook, SharePoint, Teams, Excel)
- Actions, dynamic content and expressions

Module 3 – Multi-Step Workflows and Conditions

- Conditions, switches and parallel branches
- Loops: Apply to each, Do until
- Variables and array manipulation

Module 4 – Approvals and Notifications

- Approval flows: single, sequential and parallel
- Adaptive cards in Teams and Outlook
- Notification patterns for end users

Module 5 – Connectors and Integrations

- SharePoint, OneDrive and Microsoft 365 integration
- Forms, Planner and Calendar workflows
- Custom connectors and HTTP requests

Module 6 – Monitoring, Debugging and Best Practices

- Run history and error diagnosis
- Try / catch / finally patterns
- Documentation, naming and lifecycle of flows

Module 7 – Governance and Security

- Connection permissions and Data Loss Prevention (DLP) policies
- Sharing flows: ownership and run-only access
- Environments and centre of excellence basics

TEACHING METHODS

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.

PRACTICAL INFORMATION

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