

AB-6008-A: Delegate work with AI

1. Course Overview

In this course you'll learn how to use Copilot Cowork and Scout to move beyond one-off prompts and delegate larger work outcomes. This course covers the foundations of Cowork and Scout, how to frame goals, reclaim time across common weekly workflows, explore role-based use cases, and build toward repeatable work with scheduled prompts and custom skills.

Course code	AB-6008-A aligned
Duration	1 day
Level	Beginner
Delivery	Instructor-led, virtual or classroom
Primary product	Microsoft 365 Copilot

2. Audience and Prerequisites

This course is designed for business users who want to use AI to save time, organize work, and delegate common tasks more effectively. Learners should be comfortable using Microsoft 365 apps and interested in applying AI to everyday workflows such as planning, research, meetings, inbox management, follow-up, and repeatable team processes.

- Familiarity with Copilot Chat.
- Basic functional experience with Microsoft 365 apps such as Outlook, Teams, and Word.

3. Course Agenda

Module 1: Get More Done with Copilot Cowork

- Introduction
- Choose the right AI tool for the job
- Understand Cowork usage and cost
- Explore how Cowork works
- Write effective Cowork requests
- See Cowork in action
- Understand Cowork guardrails and limitations
- Exercise - Delegate your first task to Copilot Cowork

Module 2: From Prompts to Goals

- Introduction
- Explore how Work IQ grounds Cowork
- Organize your inbox and your week
- Prepare for meetings and follow through
- Create multi-app deliverables
- Exercise - Draft your weekly manager update

Module 3: Work on Repeat

- Introduction
- Explore how Work IQ grounds Cowork
- Organize your inbox and your week
- Prepare for meetings and follow through
- Create multi-app deliverables
- Exercise - Draft your weekly manager update

Important: At this time, Scout's being introduced at a high-level. Upon the next release of this course, there will be additional, more in-depth content surrounding its functionality.