

Workflow Automation with Power Automate

SOA: Automation Management in Product Development

Description

This course provides learners with the knowledge of how to use Microsoft Power Automate to automate everyday tasks and workflows. They will learn the basics of Power Automate, including its interface, and the different types of automated processes. They will explore how Power Automate connects to other apps and services, including Copilot, and learn to build simple automations using pre-built templates, variables, and expressions. Finally, they will discover how to optimise Power Automate and improve the overall user experience.

Who is this Course For?

This training is relevant to administrative professionals, general office workers and anyone who are interested in automating business processes and improving efficiency within their organisations.

Course Objectives

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

- Discover the core concepts of Power Platform and Power Automate, including cloud and desktop flows.
- Distinguish the basic building blocks of a Power Automate flow, including triggers, actions, logic, and connections.
- Build various types of flows, including instant flows, and utilise variables and expressions effectively.
- Develop flows that integrate with common business applications,
- Adapt best practices for testing, editing, sharing, and managing Power Automate flows, environments, and version control.

Course Duration

16 Hours

Course Reference No.

TGS-2025059446

Mode of Training

Classroom

Funding Validity

Till 24 Sep 2027

Full Fee \$900

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	\$351
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	\$531
Subsidies available: SFC, SFEC, PSEA & UTAP		

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



Course Content

Learning Unit 1: Introduction to Power Automate

- Introduction to Power Platform and Power Automate
- Exploring the Power Automate user interface
- Cloud and Desktop Flows

Learning Unit 2: Anatomy of Power Automate

- Basic building blocks of a flow
- Types of Triggers
- Actions, Logic and Connections
- Creating simple flows from templates

Learning Unit 3: Building Different Types of Flows

- Create instant flow
- Using variable and expression in flows
- Create data in Sharepoint with inputs from Forms
- Create email approval triggered by new items in Sharepoint

Learning Unit 4: Advanced Flows

- Use Copilot to create flow
- Use AI Builder to read invoices
- Automate Desktop - use of UI to create flows
- Integration of Excel business scripts and Word template into flow

Learning Unit 5: Flows in other Apps and Best Practices

- Flows in PowerApp and Copilot agents
- Best practices for testing, editing and sharing
- Best practices for managing environment and version controls
- Best practices for managing flows and security

