



Automate the Work You Didn't Know Could Be Automated

You've heard of Copilot, but what about AI Agents? If you're wondering what they are, what they do, or if your business even needs one—this workshop is for you.

AI Agents represent the next big leap in workplace automation. Unlike Copilot, which responds when you prompt it, AI Agents are proactive. They can monitor your systems, make decisions, and take action without being asked—freeing up your team to focus on higher-value work.

In this beginner-friendly session, we'll demystify AI Agents, explain how they differ from other AI tools, and show you how they can be used to solve real-world problems inside your business. No technical knowledge required—just curiosity and a willingness to explore what's coming next.

Real World Examples

- **Customer Service Agent:** A virtual agent automatically answers FAQs, resolves simple tickets, and escalates urgent issues to a real rep.
- **Sales Follow-Up Agent:** Notifies reps when a lead has gone cold or hasn't been contacted in 3+ days.
- **Inventory Monitor:** Watches stock levels and alerts purchasing when items drop below a set threshold.
- **Employee Onboarding Helper:** Guides new hires through tasks, policies, and training without needing constant hand-holding from HR.
- **Payment Reminder Agent:** Notifies customers when invoices are overdue—and follows up automatically if no action is taken.

Skills You'll Gain

- A clear understanding of what AI Agents are and how they work (no tech background needed)
- The ability to identify tasks in your business that could be automated by an agent
- Confidence in discussing AI Agents with your team or leadership
- Knowledge of tools like Microsoft Copilot Studio to start experimenting
- A roadmap for taking your first step toward proactive AI in your operations