

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

Automation with Microsoft Power Platform for Business Users

5 days | Classroom training | English

SMART HORIZON

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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Course content

Why attend

Microsoft Power Platform lets business users automate approvals, build simple apps and create dashboards without traditional coding. This practical course introduces Power Automate, Power Apps and Power BI, showing participants how to design useful solutions, connect to common data sources, follow governance rules and hand solutions over safely.

Small automations built by the people who know the work can save significant time. You will learn to build them properly, with good design and within IT governance.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Guided hands-on building exercises, solution design clinics, governance discussions and a final mini-project based on participants' own processes.

Course objectives

By the end of this course, participants will be able to:
• Describe the components of Power Platform
• Build automated workflows and approvals
• Create simple data-entry and tracking apps
• Build basic reports and dashboards
• Connect to common data sources securely
• Follow governance and support good practice

Target audience

This course is suitable for:
• Business analysts and process owners
• Administrative and operations staff
• Team leaders seeking automation
• HR, finance and procurement professionals
• Citizen developers



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Target competencies

Participants will develop competencies in:

- Workflow automation
- Low-code app building
- Data visualisation
- Solution design
- Governance awareness

Course outline

Day 1: Power Platform Overview

09:00–10:08	Components and licensing basics
10:08–11:00	Identifying good automation candidates
11:00–11:30	**Coffee break**
11:30–11:45	Identifying good automation candidates (continued)
11:45–12:53	Environments and data sources
12:53–14:00	Exercise: choosing your mini-project

Day 2: Automating Workflows

09:00–10:08	Triggers, actions and conditions
10:08–11:00	Approval flows
11:00–11:30	**Coffee break**
11:30–11:45	Approval flows (continued)
11:45–12:53	Email and document automation
12:53–14:00	Hands-on: building an approval flow

Day 3: Building Apps

09:00–10:08	Canvas app basics
10:08–11:00	Forms, galleries and data
11:00–11:30	**Coffee break**



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11:30–11:45	Forms, galleries and data (continued)
11:45–12:53	Simple app logic
12:53–14:00	Hands-on: tracking app

Day 4: Reporting and Dashboards

09:00–10:08	Connecting data to reports
10:08–11:00	Visuals and filters
11:00–11:30	**Coffee break**
11:30–11:45	Visuals and filters (continued)
11:45–12:53	Sharing and refresh
12:53–14:00	Hands-on: team dashboard

Day 5: Governance and Hand-Over

09:00–10:08	Security and data loss prevention
10:08–11:00	Documentation and support
11:00–11:30	**Coffee break**
11:30–11:45	Documentation and support (continued)
11:45–12:53	Testing and change
12:53–14:00	Mini-project presentations

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,450.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
London Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**£3,150.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
Vienna Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,940.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Amsterdam Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,540.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,450.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Paris Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,860.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,890.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Barcelona Confirmed dates	10 May 2027	14 May 2027	**£2,840.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	31 May 2027	4 Jun 2027	**£2,450.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,890.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Vienna Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,940.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.–**
Dubai Confirmed dates	16 Aug 2027	20 Aug 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,890.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,650.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Rome Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,450.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Barcelona Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,840.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	22 Nov 2027	26 Nov 2027	**£3,150.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Frankfurt Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,650.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

info@smarthorizon.uk
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View the latest course details online