

July, 2025



Saftech Canada
College



Training MANUAL

Everything you need to know to get started!

 Program Title:

Free Pilot Training: Mastering AI Tools & Building AI Agents with Copilot Studio and n8n

 Program Objective:

Equip participants with foundational knowledge and hands-on experience in using modern AI tools, and create intelligent AI agents using Microsoft Copilot Studio and n8n (workflow automation tool).

 Duration:

1 Week (5 Days) – Monday to Friday **[starting 1st AUGUST 2025]**

Time: 2 hours per day

Delivery Mode: Hybrid

Physical location: Bukasa-Muyenga (Safari Lake View Suits)

Online Access: Microsoft Teams (link accessed via Website)

 Daily Timetable Overview

Day	Topic	Description
Day 1	Introduction to AI Tools & Ecosystem	Overview of AI landscape, key tools (ChatGPT, Gemini, Copilot, etc.), use cases across industries.
Day 2	Getting Started with Microsoft Copilot Studio	Hands-on setup, interface walkthrough, creating simple Copilot-powered agents, understanding prompts and connections.
Day 3	Intro to n8n & Automation Concepts	Install or access n8n, explore nodes, triggers, and workflows. Design basic automations (e.g., email to Google Sheets).
Day 4	Building a Basic AI Agent: n8n + Copilot Studio	Integrate Copilot with n8n. Create a basic automated assistant (e.g., Help Desk Bot or Lead Qualifier).
Day 5	Project Showcase & Final Q&A	Participants present their agents. Discussion on real-world applications. Guidance on next steps and learning paths.

 Tools Used

- Microsoft Copilot Studio (cloud access required)
- n8n (Free Community Edition) – local or hosted
- ChatGPT / Gemini / Claude (optional use)
- Email, Google Sheets, Webhooks, APIs (for integrations)

 Learning Outcomes:

 Requirements:

- Basic computer literacy
 - Email account
 - Laptop/PC with internet
 - No coding background required
- By the end of this program, learners will:
 - Understand key AI tools and platforms
 - Navigate and build within Microsoft Copilot Studio
 - Create automated workflows using n8n
 - Build a functional AI-powered assistant using no-code/low-code methods

QUESTIONS?

Contact us.



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