Georgia Institute of Technology

PROGRAM AGENDA · DAY 3

Advanced Agents with Copilot Studio

Applied AI at TIYA Services · Day 3. Agents that run without being asked. Participants build agents in Microsoft Copilot Studio that start on an incoming email, run on a schedule, and hand work to other agents, then learn to operate them safely: untrusted input, monitoring, cost, and a documented off switch. Every build ends with a person reviewing the agent's output. The day opens with a short review of Day 2.

DAY 3	HOURS	TOOL	LOCATION
[Date TBD]	8:00 AM – 4:00 PM	Microsoft Copilot Studio	TIYA Services Office

INSTRUCTORS

Alex Djalali, Alex Rhodeen

DAY 3 · [DATE TBD] · 8:00 AM – 4:00 PM

Advanced Agents with Copilot Studio



8 AM 9 10 11 12 1 2 3 4 5 PM

Instruction · Hands-on build · Break / lunch

Keyboard time 5.25 h

Morning · Always-On Agents

8:00 AM – 11:45 AM

8:00 – 8:30

Welcome & Day 2 in Review

- Copilot Studio login check
- The autonomy ladder: from on-demand agents to triggered and autonomous agents
- What changes when no one is watching: untrusted input, real actions, real cost

8:30 – 9:45

From Agent Builder to Copilot Studio

- A tour of Copilot Studio: knowledge, tools, agents, topics, triggers, and the activity view
- Tools and connectors: how an agent acts in other systems
- Build 1: the SOP Navigator, rebuilt, retested, and published for other agents to use

Hands-on build

9:45 – 10:00

Morning break

10:00 – 11:45

Event-Triggered Agents

- Trigger, condition, payload, action, and human check
- Agent instructions vs. payload instructions
- Untrusted input: the email is data, not instructions

- Build 2: a Work Order Intake agent that triages new request emails for a Facilities Lead

Hands-on build

11:45 – 12:30 Lunch

Afternoon · Agent Teams & Operations

12:30 PM – 4:00 PM

12:30 – 1:30

Scheduled Agents

- Scheduled prompts in Copilot Chat vs. recurrence triggers in Copilot Studio
- Let the flow count; let the agent write
- Build 3: a Monday Backlog Briefing posted to Teams for a lead to review

Hands-on build

1:30 – 2:45

Multi-Agent Orchestration

- Orchestrators and specialist agents
- Child agents vs. connected agents, and when one agent is enough
- Build 4: a Facilities Desk that routes questions to three specialist agents

Hands-on build

2:45 – 3:00 Afternoon break

3:00 – 3:45

Operating Autonomous Agents

- Five new risks: injection, credentials, silent failure, cost, and chained errors
- Red-teaming a triggered agent
- Runbooks, risk tiers, and the off switch

Activity: Red-team & runbook

3:45 – 4:00

Closing & Assessment

- Knowledge check, trigger shutdown check, and next steps

LEARNING OUTCOMES

On completing Day 3, participants will be able to:

1. Decide whether an agent should run on demand, on an event, or on a schedule, and design its trigger, conditions, actions, and human check.
2. Build and test event-triggered and scheduled agents in Microsoft Copilot Studio that hand their output to a person for review.
3. Design and build a multi-agent solution with an orchestrator and specialist agents, and judge when one agent is enough.
4. Operate autonomous agents safely, including untrusted input, credentials, cost, monitoring, and a documented off switch.

Program details

FORMAT

A full-day, in-person session with a limited number of remote seats.

PREREQUISITE

Day 2, Agentic AI with Microsoft Copilot, and a Copilot Studio license.

COHORTS

About 30 participants per cohort. Cohorts attend on separate days for more individual attention.

PROGRAM LECTURER

Alex Djalali

INSTRUCTOR

Alex Rhodeen

MATERIALS

Lecture materials, presentations, and hands-on exercises.

ROOM & AV

Classroom at the TIYA Services Office for 30 participants, with AV for presentations, internet access, and support for remote students.

CERTIFICATES

Each participant who completes the day receives a certificate of attendance.

SECURITY REQUIREMENTS

None