

LEARNING PORTFOLIO



OUR GUIDED LEARNING APPROACH – NO MATTER WHAT YOU CHOOSE



LEARNING SET-UP & SKILL-LEVEL CHECK

INCLUDING: 1X 120 MIN. LIVE SESSION & ASSESSMENT

- Alignment on learning content, goals & target group
- Commitment to learning goals
- Scheduling of dates
- Preparation skill assessment sheet



LEARNING REVIEW & MID-POINT CHECKS

INCLUDING: 2 X 60 MIN. LIVE SESSION & SKILL QUIZ

- Discussion of learner feedback
- Skill Quiz & identification of potential candidates for next tracks
- Alignment on next steps and refinement needs of learning path



LEARNING RETRO-SPECTIVE & OUTLOOK

INCLUDING: 1 X 90 MIN. LIVE SESSION & CERTIFICATE

- Reflection on the learning experience and key takeaways with all relevant stakeholders
- Defining further cooperation & advanced learning programs

OUR COURSE FORMATS IN A NUTSHELL



COHORTS

A learning format where a group of individuals with similar learning goals and timelines join together to progress through a structured curriculum, often involving group discussions, collaborative projects, and peer support.

What is it good for?

To exchange ideas with others and gain deep knowledge and skills in a certain topic.

How many people can attend?

From a minimum of 5 up to 50 people is a best practise.

How long does it take?

From 4 to 12 weeks. Learners need to invest 2-4 hours per week.



WORKSHOPS/LAB

A short, focused learning session that provides hands-on, practical instruction on a specific topic or skill. Workshops are typically interactive, involving demonstrations, exercises, and group activities to facilitate learning.

What is it good for?

To exchange ideas with others and gain practical skills in a certain topic.

How many people can attend?

From a minimum of 5 up to 50 people is a best practise.

How long does it take?

1-6 hours.



1:1/1:5 COACHING

A personalized learning format where an individual receives dedicated guidance and support from a coach who provides tailored mentorship. The coaching sessions are usually conducted on a 1:1 basis to address the specific needs and goals of the learner.

What is it good for?

To develop skills, reflect on practical work, get things done.

How many people can attend?

1:1 coaching is the most effective but it can also work in small groups up to 5 people.

How long does it take?

On-demand; as long as coachees need it to reach their goals.



ON-DEMAND COURSES

A self-paced learning format that allows individuals to access educational materials at their convenience. On-demand courses involve e-learning that can be accessed anytime, allowing learners to progress at their own pace and includes multimedia elements such as videos, interactive exercises, and assessments to facilitate learning.

What is it good for?

Basic knowledge or combination with a workshop or cohort

How many people can attend?

No limit

How long does it take?

Variable, self-guided

THE AUTOMATION STARTER

IN A NUTSHELL

FORMAT

Cohort (2-4 weeks)
or 4-6 hours Event

TARGET GROUP

Business user with interest in digital topics

LEARNING TIME

- 7 hours of self-study
- 2x 1,5 hours active participation in the Live Sessions

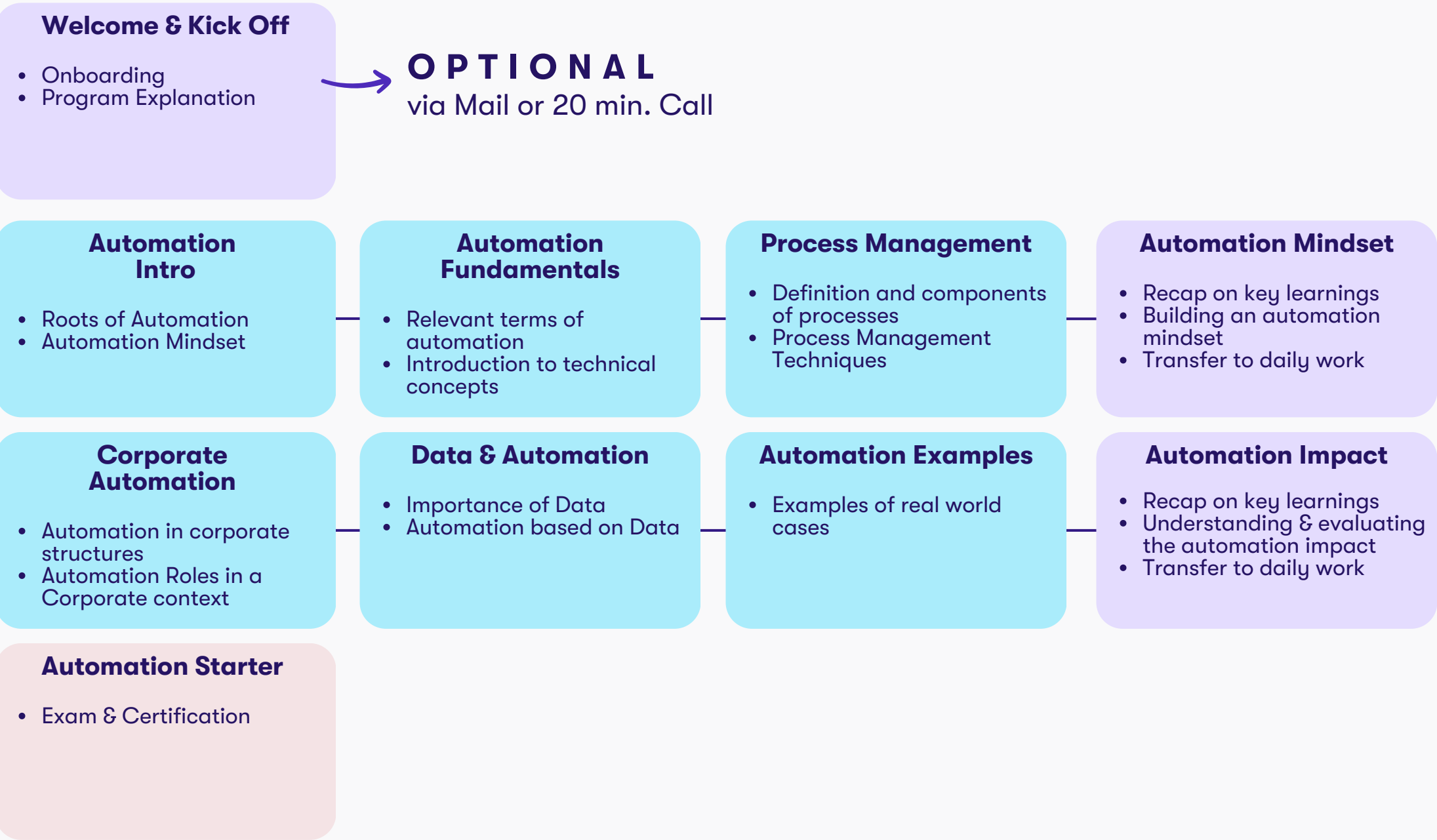
EXPERIENCE LEVEL

No previous experience required

OUTCOME

Create awareness for automation in your organization

PROGRAM OVERVIEW



THE AUTOMATION AGENT

IN A NUTSHELL

FORMAT

Cohort (4-6 weeks)

TARGET GROUP

Non-Developers from business departments, close proximity to processes and/or process owners

LEARNING TIME

- 9 hours of self-study
- 3x 2 hours active participation in the Live Sessions

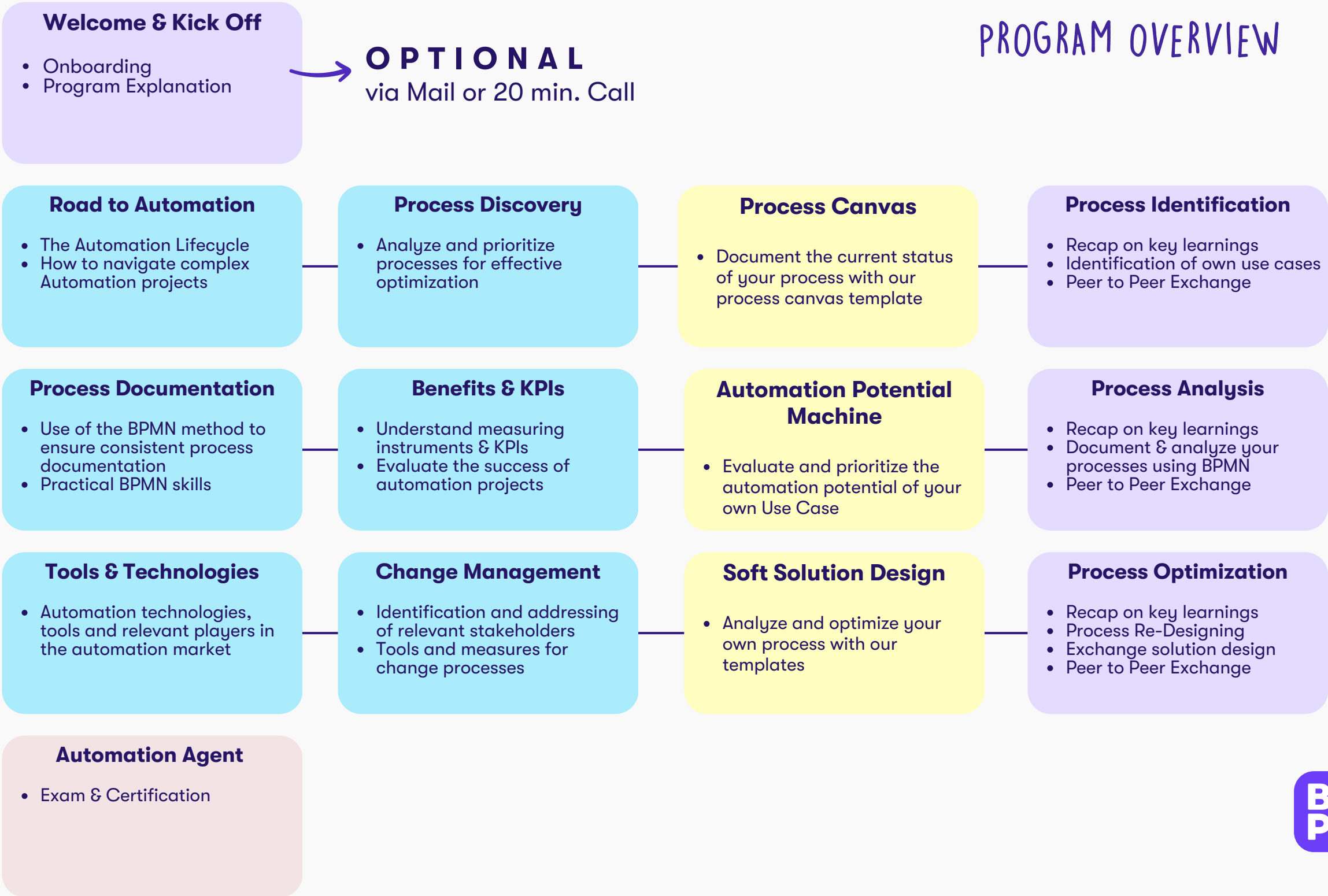
EXPERIENCE LEVEL

Automation Starter Level

OUTCOME

Build up internal process analysis competence and receive minimum two process ideas analyzed and documented for internal handover

PROGRAM OVERVIEW



THE AUTOMATION AGENT

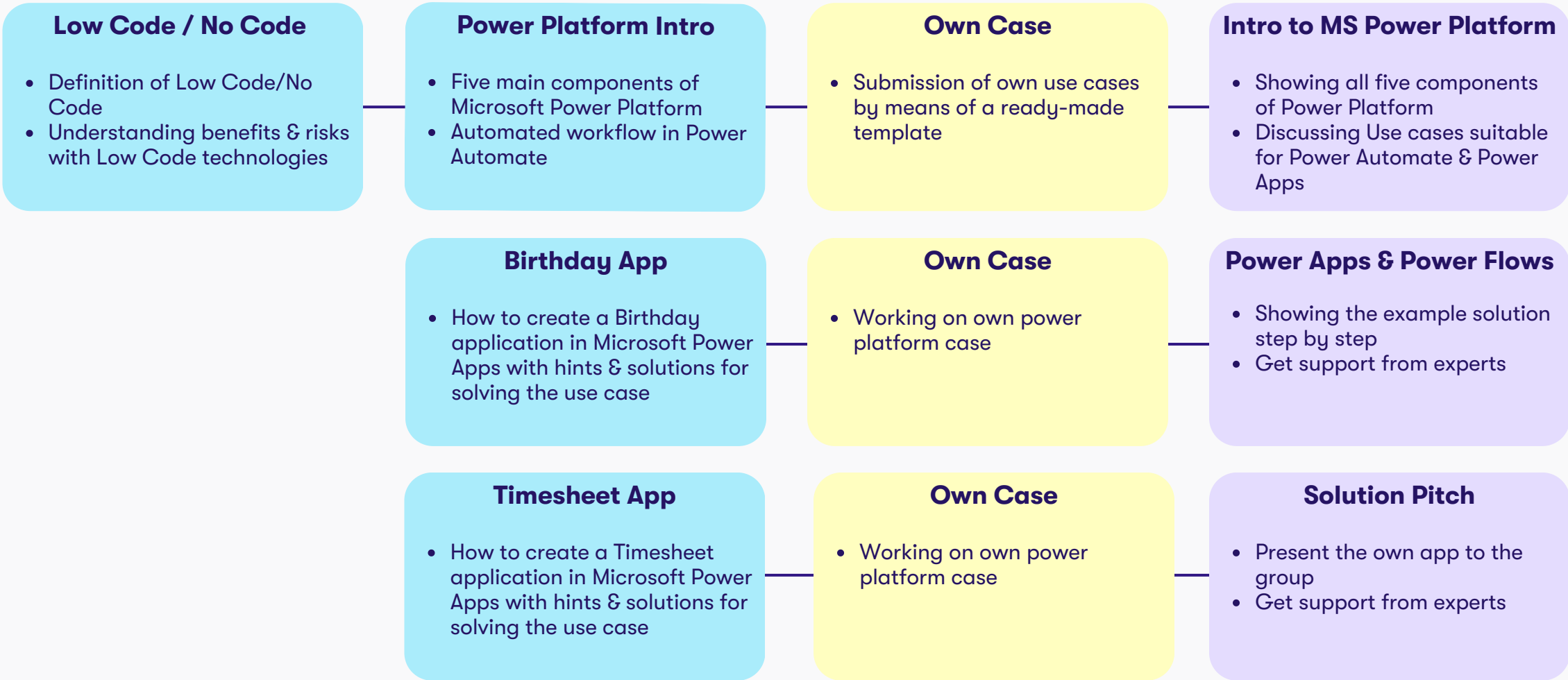
	PROCESS IDENTIFICATION	PROCESS ANALYSIS	PROCESS OPTIMIZATION
FORMAL (10)	E-Learning Modules: B1 - Road to Automation B2 - Process Discovery	E-Learning Modules: B3 - Process Documentation B4 - Benefits & KPIs	E-Learning Modules: B5 - Tools & Technologies + Decision Matrix B6 - Change Management
COMMUNITY (20)	Session #1 Process Identification Connection to community	Session #2 Process Analysis Connection to community	Session #3 Process Optimization Connection to community
ON THE JOB (70)	<ul style="list-style-type: none">• Understanding the foundations of Process Management in the daily life• Learn how to identify processes in your day to day work• Nudging Use Case: Document the current status of your process with our process canvas template and identify possible gaps.	<ul style="list-style-type: none">• Reflection Exercise with provided templates• Learn how to document your processes with different methods in your day to day work• E-Mail Nudging Use Case Analysis: Document your process using BPMN Methods. Analyze the automation potential with our given templates and learn how to prioritize your process pipeline.	<ul style="list-style-type: none">• Prepare a process analysis for a relevant process within own department• Exercise: Soft Solution Design• E-Mail Nudging Use Case Analysis: Analyze optimization potential, make suggestions for the automation technologies and finish SDD to handover to relevant internal departments.

CITIZEN DEVELOPER BASIC - POWER PLATFORM

IN A NUTSHELL

- FORMAT**
Cohort (6-12 weeks)
- TARGET GROUP**
 - Business users with basic automation knowledge
 - Key users for MS Power Platform
- LEARNING TIME**
 - 2-3 hours Self-Study
 - 4-8 hours working on Use Case
 - 3 x 2 hours Live Session
- EXPERIENCE LEVEL**
Basic automation knowledge required
- OUTCOME**
Skill up Citizen Developer with the capability to build first own Low Code Automation

PROGRAM OVERVIEW



CITIZEN DEVELOPER BASIC - POWER PLATFORM

	POWER PLATFORM	POWER APPS & POWER FLOWS	OWN CASE
FORMAL (10)	E-Learning Modules: Low Code / No Code Intro to MS Powerplatform	E-Learning Modules: Birthday App	E-Learning Modules: Timesheet App
COMMUNITY (20)	Session #1 Intro to Power Platform Connection to community	Session #2 Power Apps & Power Flows Connection to community	Session #3 Solution Pitch Connection to community
ON THE JOB (70)	<ul style="list-style-type: none">• Understanding the Use of Low Code/ No Code and Microsoft Power Platform on the job• Power Platform Use Case• E-Mail Nudging Use Case: Build first own automation in Power Platform with guided instructions. Discuss your Use Case with peers and experts. Find your own Use Case.	<ul style="list-style-type: none">• Get deeper into Power Apps and Power Flows with provided Use Case Examples• Reflection Exercise with provided templates• E-Mail Nudging Use Case Analysis: Work on Power Apps and Power Flows. Establish your own Use Case and implement your learnings.	<ul style="list-style-type: none">• Work on your own Use Case• Use our examples cases to gain more experience with Power Platform• E-Mail Nudging Use Case: Work on your own Use Case with the help of experts. To gain more experience, sample Use Cases with hints and solutions can be covered as well.

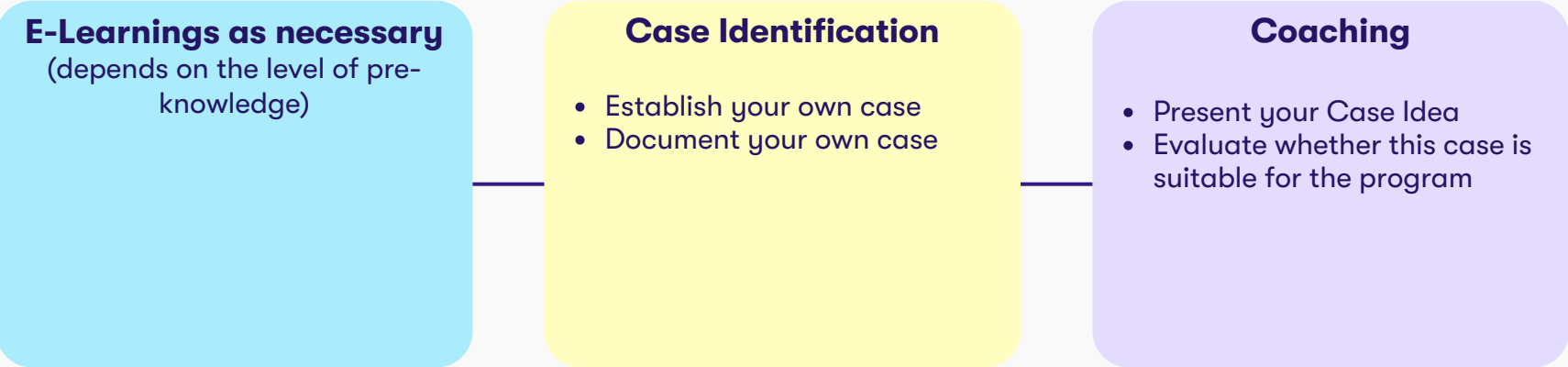
CITIZEN DEVELOPER ADVANCED - POWER PLATFORM

IN A NUTSHELL

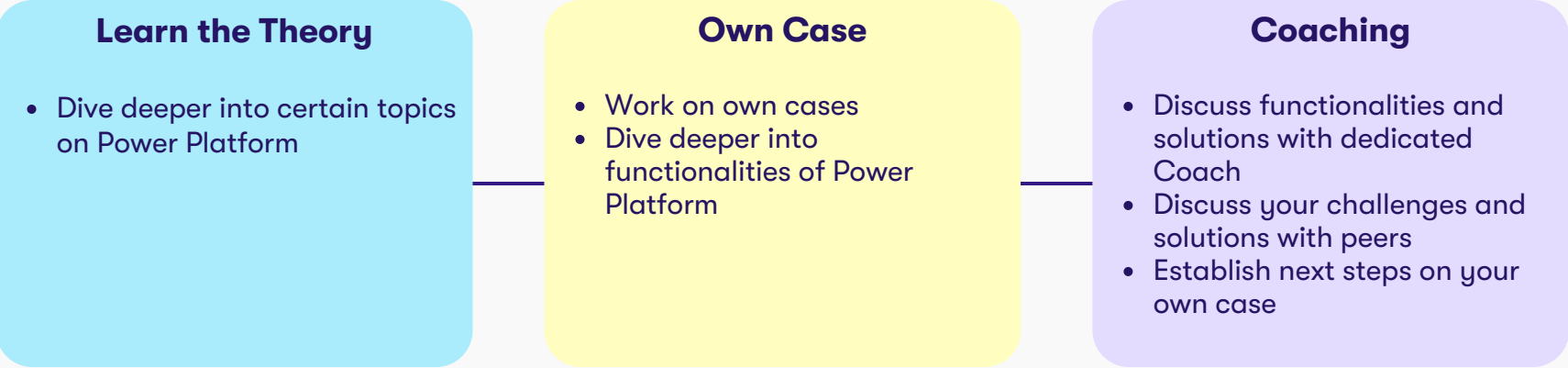
- FORMAT**
Coaching 1:1 - 1:4 (6-12 months)
- TARGET GROUP**
 - Business users with basic automation knowledge
 - Key users for MS Power Platform
- LEARNING TIME**
 - 1 hour Coaching per week
 - 1-2 hours working on own case per week
- EXPERIENCE LEVEL**
Automation knowledge required
- OUTCOME**
Skill up Citizen Developer with the capability to build complex Automation Solutions themselves and understand the scope of bigger automation projects and technical implementations

PROGRAM OVERVIEW

FIRST 2 - 4 WEEKS



EACH WEEK



CITIZEN DEVELOPER BASIC - UIPATH

IN A NUTSHELL

FORMAT

Cohort (6-12 weeks)

TARGET GROUP

- Business users with basic automation knowledge
- Key users for UiPath

LEARNING TIME

- 2-3 hours Self-Study
- 4-8 hours working on Use Case
- 3 x 2 hours Live Session

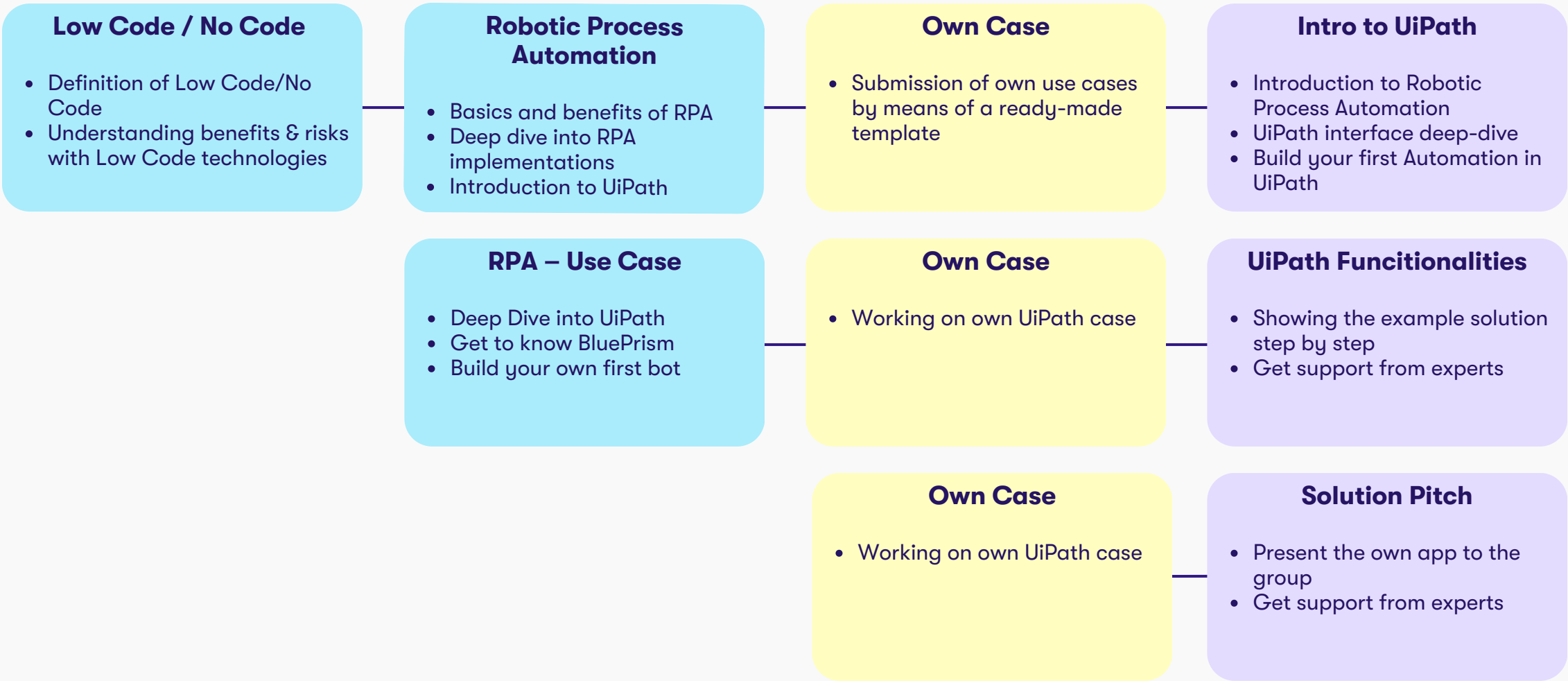
EXPERIENCE LEVEL

Basic automation knowledge required

OUTCOME

Skill up Citizen Developer with the capability to build first own Low Code Automation

PROGRAM OVERVIEW



CITIZEN DEVELOPER ADVANCED - UIPATH

IN A NUTSHELL

FORMAT

Coaching 1:1 - 1:4 (6-12 months)

TARGET GROUP

- Business users with basic automation knowledge
- Key users for UiPath

LEARNING TIME

- 1 hour Coaching per week
- 1-2 hours working on own case per week

EXPERIENCE LEVEL

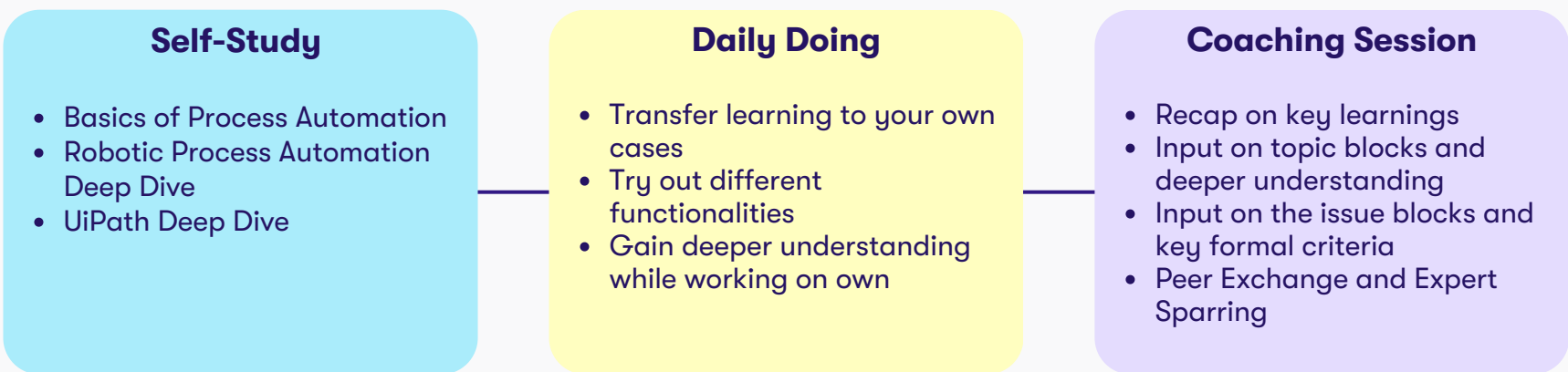
Automation knowledge required

OUTCOME

Skill up Citizen Developer with the capability to build complex Automation Solutions themselves and understand the scope of bigger automation projects and technical implementations

PROGRAM OVERVIEW

EACH WEEK

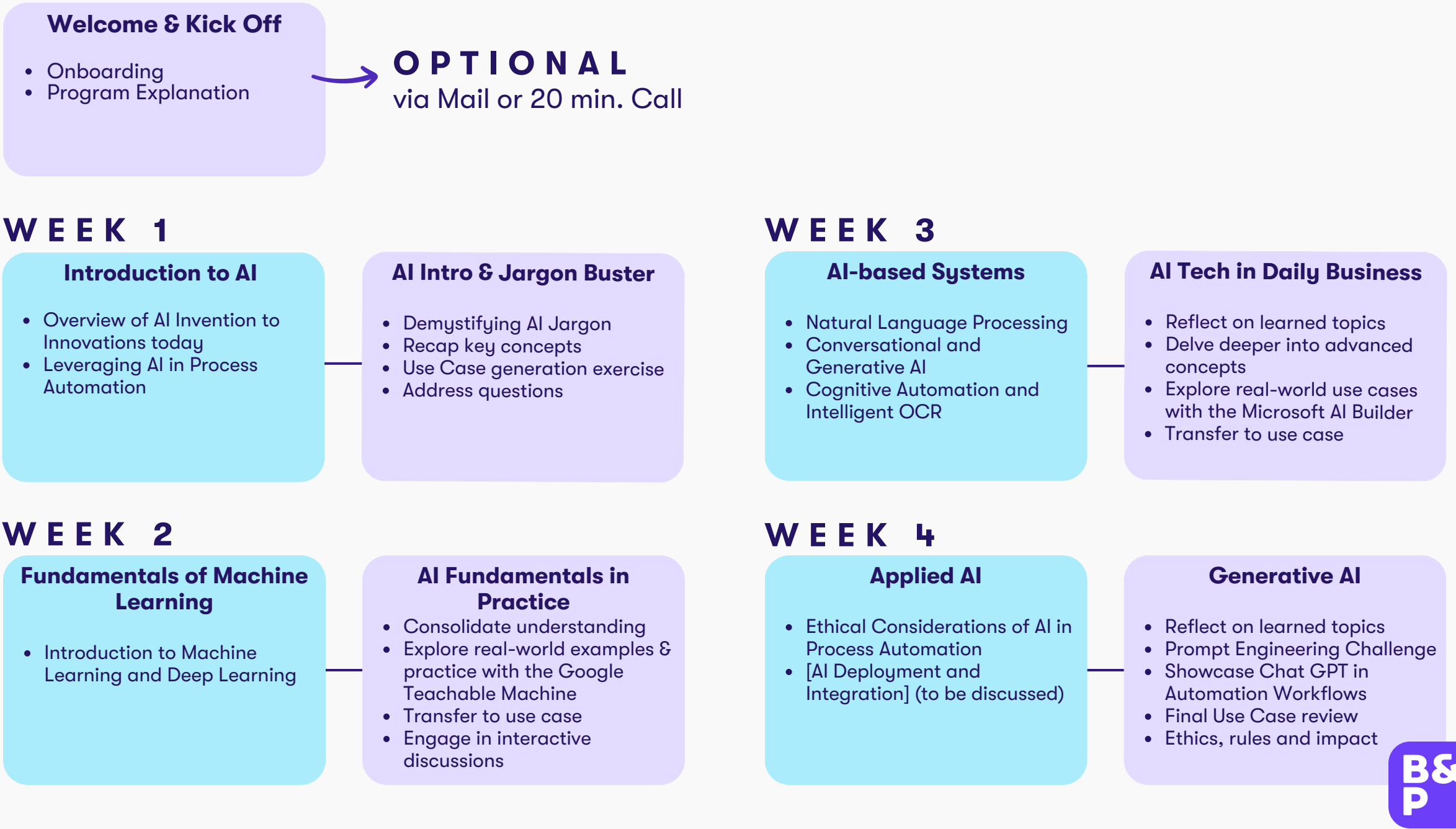


THE AI PIONEER

IN A NUTSHELL

- FORMAT**
Cohort (4-6 weeks)
- TARGET GROUP**
Employees focussing on Sales,
Consultants, Employees with technical
background, Project Managers
- LEARNING TIME**
 - 5 hours Self-Study
 - 4 x 90 minutes Live Session
- EXPERIENCE LEVEL**
No previous knowledge required
- OUTCOME**
Grow an understanding of AI basics and
its automation potential with real-world
examples

PROGRAM OVERVIEW



CERTIFICATION PREP PL-900

IN A NUTSHELL

FORMAT
Cohort (6-12 weeks)

TARGET GROUP
Aspiring Power Platform developers and IT professionals

LEARNING TIME

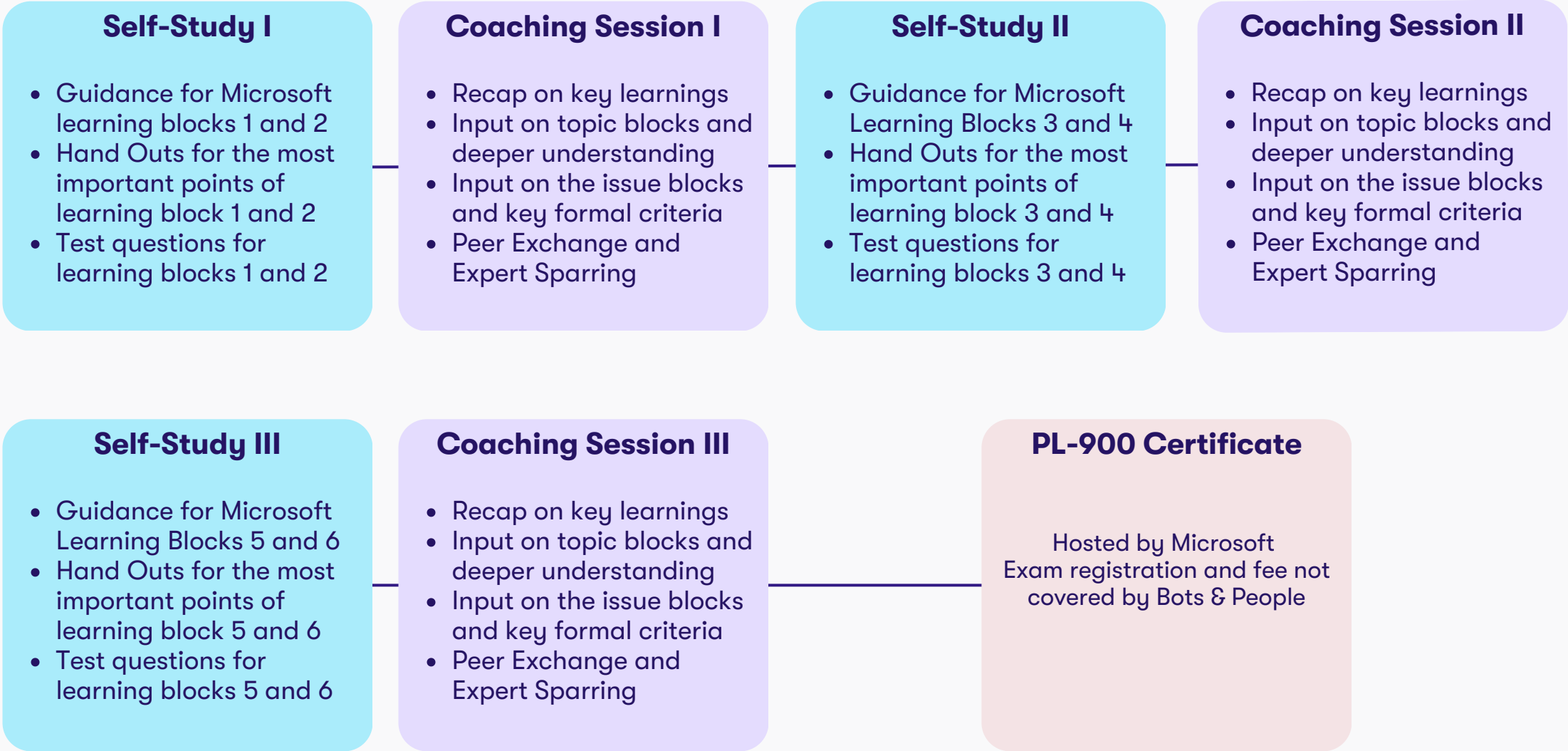
- 9-12 hours of Self-learning
- 3 x 2 hours coaching sessions

EXPERIENCE LEVEL
Basic experience in Power Platform required

OUTCOME

- Complete the trainings and pass the exam
- Prove your understanding of the business value & product capabilities of the Microsoft Power Platform

PROGRAM OVERVIEW



**BOTS &
PEOPLE**



NO MORE BORING!



Schlesische Str. 29, 10997 Berlin



info@botsandpeople.com



[Book a call](#)

