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-learnings 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

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

Welcome & Kick Off
- Onboarding
- Program Explanation

→ **OPTIONAL**
via Mail or 20 min. Call

Automation Intro
- Roots of Automation
- Automation Mindset

Automation Fundamentals
- Relevant terms of automation
- Introduction to technical concepts

Process Management
- Definition and components of processes
- Process Management Techniques

Automation Mindset
- Recap on key learnings
- Building an automation mindset
- Transfer to daily work

Corporate Automation
- Automation in corporate structures
- Automation Roles in a Corporate context

Data & Automation
- Importance of Data
- Automation based on Data

Automation Examples
- Examples of real world cases

Automation Impact
- Recap on key learnings
- Understanding & evaluating the automation impact
- Transfer to daily work

Automation Starter
- Exam & Certification

OVERVIEW OF OUR BLENDED LEARNING JOURNEY

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

Welcome & Kick Off
- Onboarding
- Program Explanation

→ **OPTIONAL** via Mail or 20 min. Call

Road to Automation
- The Automation Lifecycle
- How to navigate complex Automation projects

Process Discovery
- Analyze and prioritize processes for effective optimization

Process Canvas
- Document the current status of your process with our process canvas template

Process Identification
- Recap on key learnings
- Identification of own use cases
- Peer to Peer Exchange

Process Documentation
- Use of the BPMN method to ensure consistent process documentation
- Practical BPMN skills

Benefits & KPIs
- Understand measuring instruments & KPIs
- Evaluate the success of automation projects

Automation Potential Machine
- Evaluate and prioritize the automation potential of your own Use Case

Process Analysis
- Recap on key learnings
- Document & analyze your processes using BPMN
- Peer to Peer Exchange

Tools & Technologies
- Automation technologies, tools and relevant players in the automation market

Change Management
- Identification and addressing of relevant stakeholders
- Tools and measures for change processes

Soft Solution Design
- Analyze and optimize your own process with our templates

Process Optimization
- Recap on key learnings
- Process Re-Designing
- Exchange solution design
- Peer to Peer Exchange

Automation Agent
- Exam & Certification

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)	• 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.	• 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.	• Prepare a process analysis for a relevant process within own department • Exercise: Soft Solution Design • E-Mail Nudging Use Case Analysis: Analyzie optimization potential, make suggestions for the automation technologies and finish SDD to handover to relevant internal departments.

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

Low Code / No Code
- Definition of Low Code/No Code
- Understanding benefits & risks with Low Code technologies

Power Platform Intro
- Five main components of Microsoft Power Platform
- Automated workflow in Power Automate

Own Case
- Submission of own use cases by means of a ready-made template

Intro to MS Power Platform
- Showing all five components of Power Platform
- Discussing Use cases suitable for Power Automate & Power Apps

Birthday App
- How to create a Birthday application in Microsoft Power Apps with hints & solutions for solving the use case

Own Case
- Working on own power platform case

Power Apps & Power Flows
- Showing the example solution step by step
- Get support from experts

Timesheet App
- How to create a Timesheet application in Microsoft Power Apps with hints & solutions for solving the use case

Own Case
- Working on own power platform case

Solution Pitch
- Present the own app to the group
- Get support from experts

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)	• Understanding the Use of Low Code/ No Code and Microsoft Power Platform on the job • Power Platform Use Case • E-Mail Nudging	• Get deeper into Power Apps and Power Flows with provided Use Case Examples • Reflection Exercise with provided templates • E-Mail Nudging	• Work on your own Use Case • Use our examples cases to gain more experience with Power Platform • 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.	Use Case Analysis: Work on Power Apps and Power Flows. Establish your own Use Case and implement your learnings.	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.

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

E-Learnings as necessary
(depends on the level of pre-knowledge)

Case Identification
- Establish your own case
- Document your own case

Coaching
- Present your Case Idea
- Evaluate whether this case is suitable for the program

EACH WEEK

Learn the Theory
- Dive deeper into certain topics on Power Platform

Own Case
- Work on own cases
- Dive deeper into functionalities of Power Platform

Coaching
- Discuss functionalities and solutions with dedicated Coach
- Discuss your challenges and solutions with peers
- Establish next steps on your own case

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

Low Code / No Code
- Definition of Low Code/No Code
- Understanding benefits & risks with Low Code technologies

Robotic Process Automation
- Basics and benefits of RPA
- Deep dive into RPA implementations
- Introduction to UiPath

Own Case
- Submission of own use cases by means of a ready-made template

Intro to UiPath
- Introduction to Robotic Process Automation
- UiPath interface deep-dive
- Build your first Automation in UiPath

RPA – Use Case
- Deep Dive into UiPath
- Get to know BluePrism
- Build your own first bot

Own Case
- Working on own UiPath case

UiPath Funcitionalities
- Showing the example solution step by step
- Get support from experts

Own Case
- Working on own UiPath case

Solution Pitch
- Present the own app to the group
- Get support from experts

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

Self-Study
- Basics of Process Automation
- Robotic Process Automation Deep Dive
- UiPath Deep Dive

Daily Doing
- Transfer learning to your own cases
- Try out different functionalities
- Gain deeper understanding while working on own

Coaching Session
- Recap on key learnings
- Input on topic blocks and deeper understanding
- Input on the issue blocks and key formal criteria
- Peer Exchange and Expert Sparring

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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

Welcome & Kick Off
- Onboarding
- Program Explanation

→ **OPTIONAL** via Mail or 20 min. Call

WEEK 1

Introduction to AI
- Overview of AI Invention to Innovations today
- Leveraging AI in Process Automation

AI Intro & Jargon Buster
- Demystifying AI Jargon
- Recap key concepts
- Use Case generation exercise
- Address questions

WEEK 2

Fundamentals of Machine Learning
- Introduction to Machine Learning and Deep Learning

AI Fundamentals in Practice
- Consolidate understanding
- Explore real-world examples & practice with the Google Teachable Machine
- Transfer to use case
- Engage in interactive discussions

WEEK 3

AI-based Systems
- Natural Language Processing
- Conversational and Generative AI
- Cognitive Automation and Intelligent OCR

AI Tech in Daily Business
- Reflect on learned topics
- Delve deeper into advanced concepts
- Explore real-world use cases with the Microsoft AI Builder
- Transfer to use case

WEEK 4

Applied AI
- Ethical Considerations of AI in Process Automation
- [AI Deployment and Integration] (to be discussed)

Generative AI
- Reflect on learned topics
- Prompt Engineering Challenge
- Showcase Chat GPT in Automation Workflows
- Final Use Case review
- Ethics, rules and impact

E-Learning/ Self-Study | Live Session | Exam/ Certificate | Homework

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 capa-bilities of the Microsoft Power Platform

PROGRAM OVERVIEW

Self-Study I
- Guidance for Microsoft learning blocks 1 and 2
- Hand Outs for the most important points of learning block 1 and 2
- Test questions for learning blocks 1 and 2

Coaching Session I
- Recap on key learnings
- Input on topic blocks and deeper understanding
- Input on the issue blocks and key formal criteria
- Peer Exchange and Expert Sparring

Self-Study II
- Guidance for Microsoft Learning Blocks 3 and 4
- Hand Outs for the most important points of learning block 3 and 4
- Test questions for learning blocks 3 and 4

Coaching Session II
- Recap on key learnings
- Input on topic blocks and deeper understanding
- Input on the issue blocks and key formal criteria
- Peer Exchange and Expert Sparring

Self-Study III
- Guidance for Microsoft Learning Blocks 5 and 6
- Hand Outs for the most important points of learning block 5 and 6
- Test questions for learning blocks 5 and 6

Coaching Session III
- Recap on key learnings
- Input on topic blocks and deeper understanding
- Input on the issue blocks and key formal criteria
- Peer Exchange and Expert Sparring

PL-900 Certificate

Hosted by Microsoft
Exam registration and fee not covered by Bots & People

BOTS &
PEOPLE

NO MORE BORING!

Schlesische Str. 29, 10997 Berlin

info@botsandpeople.com

Book a call