

CREATE **Advanced** 60 MIN · UPDATED 2026-09-30

Build a smart learning agent for onboarding curricula.

Stand up an agent that gathers, summarizes and recommends training content matched to a new hire's role and skill gaps.

MICROSOFT 365

SharePoint

WORKS WITH

Copilot Studio

Business Outcome

New hires get a training path matched to their actual role and gaps, instead of the same generic onboarding deck everyone gets.

Workflow Steps

Step 1: Organize the training content library

SharePoint

Add Role, Skill, and Level as actual metadata columns on the training library and tag every item — a PDF with a good filename but no metadata is effectively invisible to the agent, which reads structured tags, not your sense of how the folder is organized.

Step 2: Build the agent to match content to the new hire's profile

Copilot Studio

Give it the role and any known skill gaps, and have it assemble a sequenced curriculum instead of returning a flat list.

PROMPT

This new hire is joining as a mid-level data analyst with strong SQL but limited Power BI experience. Recommend a 2-week onboarding curriculum from our training library, sequenced from foundational to role-specific, flagging any gap where we don't have relevant content.

Step 3: Have the hiring manager review the curriculum

SharePoint

The agent doesn't know team-specific priorities — a manager should confirm the sequence makes sense before it's handed to the new hire.

Step 4: Track content gaps the agent flags

SharePoint

Keep a running SharePoint list of every gap the agent flags, with the role and date.

A topic that shows up once might be a one-off skill profile, but the same gap appearing across three or four new hires in the same role is a clear signal to commission that training content rather than let the agent keep flagging it indefinitely.

✓ Check the work

- Confirm the recommended content is actually current, not an outdated version still sitting in the library.
- Have the hiring manager sanity-check the sequence against real team priorities.
- Track flagged content gaps over time to guide what training to build next.



Expected Outcome

A working agent that recommends a tailored onboarding curriculum from your training library based on role and skill gaps.

Want help rolling this out across your team? **Go to Liminals.Tech** ■