

# Quick Start Guide for Learners

## Screen reader friendly text version

AI isn't the future - it's already here. From automating tasks to improving decision-making, AI is reshaping the way we work. At Adecco, we want to make the future work for everyone and see AI as a potential bridge to new opportunity. That's why we're partnering with Microsoft to launch our Future Skills Programme (FSP). It will equip you with the essential AI skills you need to keep up, stand out, and move ahead.

## 1. Begin your AI learning journey

Select the AI learning that best fits your needs. Whether you are a total beginner or ready to take your AI knowledge further, our courses will boost your productivity, confidence, and career readiness.

- Register with Microsoft Learn to track your progress.
- Content is mobile friendly and accessible 24/7.
- Click Start at the top left of the learning plan, then bookmark the learning plan in your browser.

## 2. Explore Future Skills learning at your own pace

Choose from five learning plans. Select a course name below to open the learning plan on Microsoft Learn.

| Learning plan                                   | What you will learn                                                        |
|-------------------------------------------------|----------------------------------------------------------------------------|
| <a href="#">AI Accelerator</a>                  | Understand what AI is, the key concepts, and how it is used every day.     |
| <a href="#">AI Core Skills</a>                  | Learn how generative AI works, its limitations, and safe, responsible use. |
| <a href="#">AI Capabilities and Tools</a>       | Master prompt writing and use Microsoft Copilot to work smarter.           |
| <a href="#">Applying AI at Work</a>             | Apply AI in Word, Excel, PowerPoint, and Outlook to boost productivity.    |
| <a href="#">Using Microsoft Copilot at Work</a> | Use Copilot to enhance content creation, analysis, and collaboration.      |

**Not sure where to begin?** Start with the [AI Accelerator learning plan](#).

## 3. Create or update your career profile

- Register as a candidate or update your existing career profile: [Open the Adecco candidate registration page](#)
- Showcase your new skills by sharing your Microsoft badges and certificates: [Open LinkedIn](#)

## 4. Stay connected

- Use the CV Maker to reflect your new AI skills and certifications: [Open the Adecco CV Maker](#)
- Continue your job search with Adecco: [Find a job with Adecco](#)
- Stay in touch with your Adecco recruiter to explore new opportunities aligned with your learning journey.
- Share feedback about the Future Skills Programme: [Open the feedback form](#)

## Need help?

### How to sign up for Microsoft Learn

- [Watch the sign-up video](#)

### How to log in to Microsoft Ignite or Microsoft Learn

- [Watch the login video](#)

### How to bookmark your learning plan

- [Watch the bookmarking video](#)

### How to share your Microsoft badges on LinkedIn

- [Watch the badge-sharing video](#)

**Accessibility note:** This version presents the guide in a simple reading order with structured headings, lists, descriptive links, and no decorative images or text boxes.