

## TRAINING GUIDE

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# GRC, Data Protection & AI Governance for Non-Technical Professionals

Program Format	Duration
Live virtual sessions, recordings, interactive labs, community support	4–5 hours + labs and projects- Weekend Class
Audience HR, Finance, Care, Admin; aspiring DPOs, Compliance Tech Officers, AI Governance Analysts	Evolve Connect Certificate of Completion + career roadmap



## Program Overview

This program empowers non-technical professionals to transition into tech-aligned roles by mastering Governance, Risk & Compliance (GRC), Data Protection, and AI Governance within Microsoft 365, using no-code tools.

### Author

Martin Ilesanmi

# LEARNING OUTCOMES

**By the end of the program, learners will be able to:**

1. Explain GRC fundamentals and their impact on digital workplaces.
2. Map key frameworks (GDPR, HIPAA, ISO 27001) to Microsoft 365 controls.
3. Configure Microsoft 365 Purview and Compliance Manager for assessments.
4. Design and implement DLP policies and Sensitivity Labels.
5. Apply Responsible AI and Copilot governance principles.
6. Build no-code automation workflows for compliance and AI governance.



## Module Formation : Key Points



### **Module 1**

Foundations of GRC



### **Module 2**

Data Protection  
Essentials



### **Module 3**

AI Governance & No-  
Code Automation

Flow Point	Module / Focus Area	Description / Practical Skill
(Module 1: Foundations of GRC)	<b>GRC Fundamentals</b>	Explain GRC and its importance in digital workplaces; navigate <b>Compliance Manager</b> and interpret results.
(Module 1: Foundations of GRC)	<b>Compliance Ecosystem</b>	Understand key compliance frameworks ( <b>GDPR, HIPAA, ISO 27001</b> ) and the Microsoft 365 Purview overview.
(Module 2: Data Protection)	<b>Data Loss Prevention (DLP)</b>	Design and implement <b>DLP policies</b> and configure secure sharing/encryption settings.
(Module 2: Data Protection)	<b>Information Protection</b>	Apply M365 tools like <b>Sensitivity Labels</b> and understand incident response workflows.
(Module 3: AI Governance)	<b>Responsible AI &amp; Copilot Governance</b>	Apply <b>Responsible AI principles</b> and configure Copilot governance settings in Microsoft 365.
(Module 3: AI Governance)	<b>No-Code Automation</b>	Build real-world workflows using <b>Power Automate</b> for compliance tasks (e.g., policy acknowledgment, alerts).

# Thank You

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