Syllabus

Discover Artificial Intelligence: Claude

Duration: 15,00 hrs, 5,00 day(s)

Target Audience:
Anyone

Objectives:

This hands-on course teaches you how to use Claude (an AI assistant) as a daily work tool. You will learn to write effective prompts, create professional documents, organize your projects, build custom shortcuts for repetitive tasks, and integrate Claude with Microsoft Office files. By the end, you will have completed a real deliverable for your job. This hands-on course teaches you how to use Claude (an AI assistant) as a daily work tool. You will learn to write effective prompts, create professional documents, organize your projects, build custom shortcuts for repetitive tasks, and integrate Claude with Microsoft Office files. By the end, you will have completed a real deliverable for your job.

Prerequisite:

Methodologies:

Choose from our training methodologies :

- Face to Face Session (Seminar)
- 1-TO-1 Coaching

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Content:

Module 1: Getting Started with Claude

What You Will Learn

- How to create and set up your free Claude account
- Presentation of the Interface of Claude AI
- How to upload documents and ask Claude questions about them
- Create a Project and add custom instructions

What You Will Do

- Set up your Claude account
- Ask Claude simple questions and get results you can use
- Upload a sample document
- Ask Claude to summarize the document

By the End

- Working Claude account
- Understand Claude vs. search engines
- Write focused, clear questions
- Know what to ask (and what not to)
- Your instructions are remembered across multiple questions
- You save time by not repeating instructions

Module 2: Getting Better Answers from Claude (Writing Better Prompts)

What You Will Learn

- The anatomy of a good prompt (ROLE + CONTEXT + TASK + FORMAT)
- How to create a personal writing style and use it repeatedly
- How to organize a Project (dedicated workspace with memory)

What You Will Do

- Write a structured prompt (role, context, task, and format)
- Create a personal "Style" (your writing voice)
- Apply Style and Project to documents

By the End

- You understand prompt anatomy (ROLE+CONTEXT+TASK+FORMAT)
- You have created one reusable writing Style

- You have created one Project with custom instructions
- Claude responds exactly as you requested (right tone, length, format)

What You Will Learn

- How to create tables, checklists and formatted documents

- How to edit documents without starting from scratch
- How to download documents as Word, Excel, or PDF
- How to export directly to Microsoft Office (ready to use)

What You Will Do

- Create a comparison table

- Create and edit checklist
- Download Word and Excel files

By the End

- You can create professional documents in 2-5 minutes

- You can edit Artifacts without restarting
- You have formatted table/checklist that's professional
- You can download to Word/Excel format
- You know how to use these as reusable templates

Module 4: Building Custom Shortcuts for Your Job (Skills)

What You Will Learn

- What a "Skill" is (reusable shortcut for a specific task)

- How to build Skill step-by-step
- How to test your Skill on real data
- How to use your Skill repeatedly (same input = consistent output)

What You Will Do

- Choose a task from your role

- Build your custom Skill using Claude
- Test your Skill on real examples
- Use your Skill multiple times

By the End

- You have one working Skill that solves a real problem

- Your Skill produces clean, organized output every time

- You understand how to refine Skills instructions
- You can reuse your Skill forever
- You own your Skill (belongs to you, not Claude)

Module 5: Final Project & Upgrade Path

What You Will Learn

- How to analyze real spreadsheets and documents

- How to create Excel trackers and reports
- How to plan presentation outlines
- When to upgrade to Claude Pro

What You Will Do

- Analyze a messy spreadsheet

- Create a new Excel file (tracker or report)
- Plan a presentation outline
- Complete a capstone project (role-specific)

By the End

- You have completed a real, usable deliverable

- You have a professional file ready to use Monday
- Your capstone solves a real problem in your job
- You understand Claude Pro benefits and ROI (Return on investment)
- You can calculate how much time Claude saves you