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OpenClaw for Everyone

Practical AI-agent assistance for everyday work

FA-0649 · 1 day

AI for Leaders & Business · Agentic & Generative AI

Use a prepared OpenClaw environment to give clear instructions, practise one reviewed workplace workflow and understand skills, channels, permissions and human oversight.

Introduction

OpenClaw can combine AI conversations with configured tools, skills and communication channels. This introductory course helps nontechnical professionals understand how that differs from a question-and-answer chatbot and how to delegate suitable work while retaining responsibility for decisions and actions.

Participants use the browser-based Control UI in a prepared environment and practise a selected, low-risk workflow with illustrative information. Research, document handling, communication drafts, planning and administrative assistance provide examples; results require factual and practical review.

The one-day scope combines guided practice with demonstrations of skills, channels and purpose-specific agents. It does not include server administration, API programming, plugin development or connecting every supported channel. Capabilities, provider access, integrations and costs depend on the organisation's approved configuration.

Skills supply workflow instructions and may include executable components; they do not automatically grant tool permissions. Persistent instructions and memory require appropriate configuration and review. Separate agent workspaces organise work but should not be treated as a security boundary between mutually untrusted users.

Learning outcomes

The course teaches participants to:

- Explain agents, gateways, sessions, workspaces, tools, skills and channels at a user level.
- Navigate conversations, history and status in the Control UI.

- Specify objectives, inputs, constraints, output formats and review points; redirect incomplete or unsuitable responses.
- Evaluate an approved skill and recognise why third-party instructions and code need review.
- Explain channel pairing and access controls, and use an approved demonstration channel.
- Design and practise one repeatable workplace workflow with explicit human responsibilities.
- Identify confidential-data, prompt-injection and excessive-access risks; stop or escalate inappropriate actions.
- Outline a low-risk adoption approach with IT involvement, suitable access and human oversight.

Prerequisites

- Be comfortable using a Windows or macOS computer.
- Be able to use a modern web browser.
- Have general experience using workplace applications.
- Be comfortable using messaging applications.
- Have basic familiarity with ChatGPT or another generative AI assistant.
- Understand basic concepts such as files, folders and user accounts.
- Be willing to experiment with AI-assisted workflows.

Access to a prepared, authorised OpenClaw training environment with an approved model provider and any accounts or integrations needed for the selected demonstrations. Installation, credentials, organisation permissions and any service charges are arranged before the course; no programming experience is required.

Training outline

1. 1. Foundations and the Control UI

Understanding OpenClaw and AI agents

- Generative AI fundamentals
- Chatbots versus AI agents

  OpenClaw concepts
  - Agent
  - Gateway
  - Workspace
  - Session
  - Tools

    - Skills
    - Channels
- What OpenClaw can and cannot do
- Appropriate workplace applications
- Human oversight and accountability

Getting started in a prepared environment

- OpenClaw environment overview
- Guided orientation in the prepared training environment
- AI model selection concepts
- OpenClaw Control UI
- Starting conversations
- Sessions and conversation history
- Basic agent settings
- Understanding agent status

2. 2. Clear Communication and Personalisation

Communicating effectively

- Giving clear instructions
- Providing context
- Defining objectives
- Setting constraints
- Specifying desired outputs
- Breaking complex work into stages
- Reviewing agent responses
- Correcting and redirecting the agent

Instructions, preferences and workspace organisation

- Agent identity and purpose
- Persistent instructions: review, maintenance and their limits
- User preferences
- Workspace concepts
- Memory concepts: configured storage, relevance and verification

- Creating role-specific assistants
- Separating personal and work activities

3. 3. Skills and Communication Channels

Selecting and reviewing skills

- Understanding skills
- Skills versus ordinary prompts
- Finding available skills
- ClawHub concepts
- Demonstration of an approved skill installation or existing approved skill
- Skill trust, executable components and separately controlled tool permissions
- Reviewing third-party skill instructions and supporting code before use
- Managing installed skills

Channel demonstrations and access

- Channel concepts
- Web-based chat
- Telegram: supported-channel example
- WhatsApp: supported-channel and pairing example
- Slack: integration overview
- Microsoft Teams: integration overview
- Other supported channels, including Discord, Signal and Google Chat; plugin and account requirements vary
- Direct messages and group conversations
- Pairing and access controls
- Managing channel access at a user level; technical configuration is handled by authorised administrators

4. 4. Everyday Work and Repeatable Workflows

Workplace applications

- Information research
- Document and information handling

- Communication assistance
- Meeting and follow-up support
- Planning and organization
- Repetitive administrative work
- Information monitoring as an approved workflow example, not an unsupervised deployment exercise
- Personal productivity

A selected, supervised workflow

- Identifying repeatable work
- Defining workflow objectives
- Inputs and outputs
- Agent responsibilities
- Human responsibilities
- Approval points
- Repeatable instructions
- Workflow refinement

5. 5. Purpose-Specific Agents and Responsible Access

Multiple agents and workspace boundaries

- Purpose-specific agents
- Personal versus business agents
- Department-specific agents
- Separate workspaces for organisation, not guaranteed isolation
- Agent boundaries and the Gateway's shared trust model
- Selecting the appropriate agent

Safety, privacy and human approval

- Understanding agent permissions
- Personal and confidential information
- File access considerations
- Communication access
- Third-party skills
- Prompt injection awareness

- Unexpected agent actions
- Human approval requirements
- Least-privilege principles
- When not to use an AI agent

6. 6. Supervision and Workplace Adoption

Reviewing and managing assistance

- Reviewing agent output
- Checking factual accuracy
- Monitoring actions
- Recognizing unexpected behavior
- Correcting instructions
- Reviewing access requirements and escalating permission changes to the authorised administrator
- Stopping inappropriate workflows
- Escalating technical problems

A practical adoption plan

- Selecting suitable use cases
- Individual versus shared usage
- Data sensitivity considerations
- Approval and governance
- User responsibilities
- IT involvement
- Starting with low-risk workflows
- Expanding successful workflows
- Establishing human oversight

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