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OpenClaw Workshop for Everyone

Practical AI-agent assistance for everyday work

FA-0651 · 2 days

AI for Leaders & Business · Agentic & Generative AI

Practise clear delegation, agent personalisation and a reviewed workplace workflow in a prepared OpenClaw environment, with guided skills, channel and access-control exercises.

Introduction

This two-day workshop is for administrative staff, managers, sales and HR teams, researchers and other knowledge workers. It develops practical user-level OpenClaw skills through guided individual and group exercises rather than programming or server administration.

Participants navigate the Control UI, refine agent instructions, review approved skills and practise using a selected communication channel. They design, test and improve a bounded workplace workflow using illustrative information, with clear human responsibilities and approval points.

The extended format provides time for experimentation, response review, personalisation and an adoption plan. It does not require configuring every channel or deploying production automation. Integrations, capabilities, provider access and charges depend on the approved training setup.

Skills provide workflow instructions and may contain supporting code; they require review and do not themselves grant tool permissions. Memory and persistent instructions have configuration and reliability limits. Separate agents and workspaces help organise work, but a shared Gateway remains a trusted operator/team boundary rather than isolation between mutually untrusted users.

Learning outcomes

The workshop teaches participants to:

- Explain agents, workspaces, sessions, tools, skills and channels in practical terms.

- Use the Control UI to start conversations, inspect history and review status.
- Write and refine instructions with explicit objectives, constraints, outputs and review points.
- Personalise a role-specific assistant and review its persistent instructions and memory behaviour.
- Evaluate an approved skill and practise one configured channel's pairing and interaction workflow.
- Design, test and improve a repeatable workplace workflow using illustrative inputs.
- Review facts, actions, permissions and confidentiality risks; correct, stop or escalate unsuitable work.
- Prepare a low-risk workplace adoption plan with user, IT and approval responsibilities.

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 an authorised, prepared OpenClaw training environment, an approved model provider and any selected channel accounts or integrations. Installation, credentials, permissions and potential charges are arranged before the workshop; no coding is required.

Training outline

1. Day 1 — Foundations, Communication and Personalisation

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
- Guided exploration and participant discussion
- Identifying suitable personal and workplace uses

Getting started and Control UI practice

- OpenClaw environment overview
- Guided orientation in the prepared environment
- AI model selection concepts
- OpenClaw Control UI
- Starting conversations
- Sessions and conversation history
- Basic agent settings
- Understanding agent status
- Hands-on Control UI exploration
- Guided user-level agent setup within approved access
- Participant onboarding and initial interaction

Clear instructions and response review

- 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
- Guided instruction-building workshop
- Participant instruction refinement
- Agent response review and redirection practice

Personalising an agent

- Agent identity and purpose
- Persistent instructions: review, maintenance and limits
- User preferences
- Workspace concepts
- Agent memory concepts: configured storage and verification
- Creating role-specific assistants
- Separating personal and work activities
- Participant agent personalization
- Building persistent instructions
- Reviewing and refining agent behaviour

Approved skills and review

- Understanding skills
- Skills versus ordinary prompts
- Finding available skills
- ClawHub concepts
- Using or demonstrating an approved skill installation
- Skill trust and separately controlled tool permissions
- Reviewing third-party skill instructions and supporting code
- Managing installed skills
- Guided skills exploration
- Skill selection and permission review
- Approved skill practice and management within the training setup

Selected channel practice

- Channel concepts
- Web-based chat
- Telegram
- WhatsApp
- Slack
- Microsoft Teams
- Other supported channels, including Discord, Signal and Google Chat; requirements vary
- Direct messages and group conversations

- Pairing and access controls
- Multiple-channel overview; practice uses a selected channel
- Guided selected-channel configuration with authorised technical support
- Pairing and access-control practice
- Participant channel interaction

2. Day 2 — Workflows, Access and Adoption

Everyday workplace tasks

- Information research
- Document and information handling
- Communication assistance
- Meeting and follow-up support
- Planning and organization
- Repetitive administrative work
- Information monitoring as an approved example workflow
- Personal productivity
- Participant task selection
- Guided workplace-task experimentation
- Reviewing usefulness and suitability

Designing and testing a selected workflow

- Identifying repeatable work
- Defining workflow objectives
- Inputs and outputs
- Agent responsibilities
- Human responsibilities
- Approval points
- Repeatable instructions
- Workflow refinement
- Participant workflow design
- Guided workflow configuration
- Workflow testing
- Reviewing and refining workflow behaviour

Purpose-specific agents and workspace organisation

- Purpose-specific agents
- Personal versus business agents
- Department-specific agents
- Separate workspaces for organisation, not guaranteed security isolation
- Agent boundaries and the shared Gateway trust model
- Selecting the appropriate agent
- Guided multi-agent planning
- Defining roles, data access and actual trust boundaries
- Participant workspace organization

Safety, privacy and access review

- 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
- Permission-review workshop
- Participant risk identification
- Human-approval decision points
- Reviewing agent access and boundaries

Supervising and correcting assistance

- Reviewing agent output
- Checking factual accuracy
- Monitoring actions
- Recognizing unexpected behaviour
- Correcting instructions
- Reviewing permissions and involving the authorised administrator

- Stopping inappropriate workflows
- Escalating technical problems
- Guided agent supervision
- Output and behaviour review
- Corrective instruction practice
- Reviewing workflow adjustments and approval requirements

Workplace adoption and action planning

- 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
- Participant workplace adoption planning
- Use-case review and prioritization
- Identifying approval and oversight requirements
- Workshop review and participant action planning

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