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Secrets of Claude for Everyday Work

Use AI clearly, responsibly, and productively in daily professional work - 2 days

FA-0405 · 2 days

Agentic & Generative AI

Introduction

Most people do not need another abstract introduction to AI. They need a practical way to use it well in the flow of real work. This course is designed for that purpose. Over two days, participants learn how to use Claude to think more clearly, write faster, summarize better, organize information, and support everyday decisions with more structure and less wasted effort. The emphasis is not on technical build-out or experimental features, but on the habits that make AI genuinely useful in professional settings.

The course is led by an instructor with over 30 years of industry experience, and the material is shaped by the kind of work organizations actually need done: communication, planning, analysis, coordination, and content development.

Participants will learn how to work with Claude as a capable assistant while still applying judgment, context, and accountability. The result is a grounded, productive course that helps people move beyond casual prompting and start using AI with confidence, discipline, and real business value.

Learning outcomes

- Use Claude more effectively for writing, summarizing, planning, and analysis
- Write better prompts and improve outputs through iteration
- Understand AI strengths, limits, and common mistakes
- Build practical human-AI workflows for individual and team use
- Apply Claude productively in workplace, education, and nonprofit contexts
- Review AI output more carefully for quality, accuracy, and fit
- Use Claude responsibly with appropriate human oversight

Prerequisites

- Basic computer and internet skills
- Comfort using web-based tools
- No coding required
- No API or cloud knowledge required

Target Audience

- Business professionals and knowledge workers
- Administrative and operations staff
- Managers and team leads
- Educators and trainers
- Students who need structured AI work habits
- Nonprofit staff
- Anyone new to Claude who wants practical productivity gains without technical depth

Training outline

1. Course foundations

1. What Claude is
2. Where Claude fits in everyday work
3. What AI does well
4. What AI does poorly
5. Common mistakes in AI use

2. AI fluency fundamentals

1. Human-AI collaboration
2. Asking clearly for what you need
3. Giving context
4. Setting constraints
5. Choosing the right output format
6. Improving results through follow-up prompts

3. Everyday Claude productivity

1. Email drafting and rewriting
2. Summarizing long content
3. Turning notes into structured documents
4. Brainstorming and idea development
5. Planning tasks and priorities
6. Organizing information for action
7. Creating concise briefs and updates

4. Prompting for better results

1. Clear instructions
2. Context-rich prompts
3. Step-by-step prompting
4. Revision prompting
5. Tone and audience control
6. Prompt templates for repeat work

5. Human-AI coworking habits

1. Dividing work between person and AI
2. Iterative review
3. Reusing successful workflows
4. Building repeatable task loops
5. Using Claude as a collaborator, not an autopilot

6. Team productivity with Claude

1. Shared prompting standards
2. Internal drafting workflows
3. Review and approval habits
4. Consistency in tone and style
5. Reducing rework through better instructions

7. Claude in professional settings

1. Administrative support
2. Internal communication
3. Report drafting
4. Meeting and notes support
5. Light research and synthesis
6. Decision support for routine work

8. Claude in education

1. Lesson and content support
2. Study assistance
3. Explaining difficult concepts
4. Responsible feedback support
5. Academic integrity awareness

9. Claude in nonprofit environments

1. Outreach and communication drafting
2. Program summary support
3. Small-team productivity workflows
4. Responsible handling of sensitive work
5. Practical AI use with limited resources

10. Output quality and responsible use

1. Accuracy checks
2. Reviewing for clarity and fit
3. Human accountability
4. Privacy awareness
5. Sensitive information handling
6. Bias and judgment awareness
7. When not to use AI

11. Sustainable adoption

1. Building reusable prompt libraries
2. Creating simple review checklists
3. Identifying quick wins
4. Establishing practical daily habits
5. Turning Claude into a dependable work tool

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