

CLAUDE TRAINING FOR ADVANCED USERS - COURSE OUTLINE

Time	Module	Length	What it covers
10:00	Welcome, Check-In & Foundations	30 min	• Introduce the day's structure • Quick poll of the room's current AI/Claude experience • A common starting point for the day: how Claude uses context, and the types of context you can give it (chat, personal, projects, connectors, skills).
10:30	Handing off whole pieces of work	30 min	• Goals: set the outcome and let Claude work until it is met • Planning: letting Claude ask questions and plan before it starts • Subagents: splitting a large job into parts, each with its own context
11:00	Break	10 min	
11:10	Advanced Skills	60 min	• Turning a task you've just done into a skill • Interview skills: learning from a person and refining until they sign it off • Refining a skill when it gets something wrong • Building an AI board of advisors
12:10	Lunch	60 min	
13:10	Organisation Context	60 min	• Shared projects, skills and a map of where your team's context lives • Structuring knowledge at scale • Connecting your systems: off-the-shelf connectors, skills that call an API, custom MCP servers • Self-improving context with human in the loop • Evals: checking it still works after every change
14:10	Break	10 min	
14:20	Taking it into your organisation	25 min	• Ground rules: approved tools, what data goes in, who checks the output • Risks: prompt injection and giving AI more access than it needs • Choosing use cases: frequency, time saved, cost of error

Commercial in Confidence

Formulate | Abbot's Place | Walnut Tree Close | Guildford | Surrey | GU1 4RW | UK

14:45	Close	15 min	• Bringing it together, and next steps • Recap of the day's key takeaways • Q&A • Certificate of completion issued
-------	-------	--------	--