

CLAUDE TRAINING FOR BEGINNERS - COURSE OUTLINE

Time	Module	Length	What it covers
10:00	Welcome & level-check	15 min	- Introduce the day's structure - Quick poll of the room's current AI/Claude experience
10:15	Models, Prompting and the importance of context	30 min	- What the different Claude models mean in terms of usage and what each one is best for - The same real question asked twice, thin then with real context, so the room sees the gap - Fold in the master prompt here: a short, saved set of standing instructions so context stops being retyped every chat - Attendees draft the first pass of their own.
10:45	Giving Claude documents	25 min	- A real document (contract, report, spreadsheet) asked about cold, then with the file attached - Attendees give Claude a long document and gets it to summarise/or look for a small piece of information
11:10	Break	15 min	
11:25	Content generation	25 min	- Drafting and editing a real piece of output (an email, a summary, a first-draft report) using what's just been covered - Attendees work on something of their own
11:50	Chat vs Cowork	10 min	- The difference between driving it live in a conversation and setting something running that works without you and finishes without you there - Mostly demo: show the finished plan first, then rewind to what had to happen for it to be right, since the room will assume the plan was the clever part when the maintenance is
12:00	Lunch	60 min	
13:00	Connectors	30 min	- What a connector is and which tools it plugs into: email, calendar, Drive, Slack, Notion, etc - Hands-on if the room's stack allows it and IT has cleared it, demo otherwise

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13:30	Scheduled Tasks	30 min	- Setting a connector-based task running on a schedule (a morning brief, a Slack-to-Notion to-do list) - Builds directly on the connector just set up
14:00	Projects	20 min	- A dedicated workspace with its own instructions and files, for one real recurring piece of work - Attendees start a project of their own
14:20	Skills (lightly)	10 min	What a skill actually is (a saved procedure, not a one-off instruction) and installing one from the catalogue
14:30	Data protection and trust	10 min	Where data actually goes, stated plainly, a simple framework for how much of a task to hand over versus keep human-checked, based on stakes and how easy it is to verify
14:40	Close	20 min	- Recap of the day's key takeaways - Q&A - Certificate of completion issued