Claude AI Workshop

Category: AI, Data & Analytics | **Vendor:** Anthropic

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

A practical, hands-on introduction to Claude AI, showing learners how to use chat, projects, skills, connectors, and agents to improve everyday work tasks. Participants will learn how to use Claude alongside Word, Excel, and PowerPoint to save time, automate routine activities, and work more efficiently.

About This Course

A practical, hands-on introduction to Claude AI, showing learners how to use chat, projects, skills, connectors, and agents to improve everyday work tasks. Participants will learn how to use Claude alongside Word, Excel, and PowerPoint to save time, automate routine activities, and work more efficiently.

Who Should Attend

Audience: Mixed-ability learners — complete beginners through to experienced professionals.

Prerequisites & Entry Requirements

General Prerequisites:

A laptop, a Claude account, and basic familiarity with Word, Excel, and PowerPoint.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Overall learning outcomes

By the end of this session, learners will be able to:

- Sign in to Claude and move confidently around Chat and Cowork modes.
- Hold a productive conversation with Claude and refine answers to a usable standard.
- Use Claude alongside Word, Excel, and PowerPoint to save time on routine tasks.
- Understand how connectors, projects, skills, and agents fit together.
- Set up a number of scheduled or repeating task to take work off their plate.

Detailed Course Outline

Module 1: Claude Setup

Module 2: Claude Chat

Module 3: Claude within Excel

Module 4: Claude within PowerPoint

Module 5: Claude Skills and Projects

Module 6: Claude Connectors

Module 7: Claude CoWorker and Schedule

Module 8: Claude Skills

Module 9: Claude Projects

Module 10: Claude Agent + wrap-up

The modules

Module 1: Claude Setup

Learning outcome: Learners can sign in to Claude, find their way around the interface, and switch between Chat and Cowork modes.

What I'll demo:

• Signing in and accepting permissions

• Tour of the main interface — chat window, sidebar, settings

• Switching between Chat and Cowork modes

• Where to find help and feedback buttons

Key takeaway: Getting started is the hardest bit. Once you're in, the rest is just typing.

Module 2: Claude Chat

Learning outcome: Learners can hold a productive conversation with Claude — asking clear questions, refining answers, and getting work back in a usable format.

What I'll demo:

• Asking a clear, specific question vs. a vague one

• Following up to refine the answer

• Asking for tone changes (formal, friendly, shorter)

• Copying outputs into Word, Outlook, or Excel

Key takeaway: Treat Claude like a clever colleague who needs context. The clearer your ask, the better the answer.

Module 3: Claude within Excel

Learning outcome: Learners can use Claude to write formulas, clean data, and explain spreadsheets they didn't build.

What I'll demo:

• Asking Claude to write a formula from a plain-English description

• Asking Claude to explain what an existing formula does

• Pasting a messy table and asking Claude to tidy it

• Suggesting the right chart for a dataset

• Get insights from the data

Key takeaway: You don't need to memorise Excel functions any more — you just need to describe what you want.

Module 4: Claude within PowerPoint

Learning outcome: Learners can turn notes or a document into a slide deck, and improve existing decks with Claude's help.

What I'll demo:

• Turning a Word document into a slide outline

• Generating speaker notes for existing slides

• Rewriting wordy slides into clear bullet points

• Suggesting visuals or structure improvements

Key takeaway: Claude handles the first draft of a deck. You handle the polish.

Module 5: Claude Skills and Projects

Learning outcome: Learners understand the building blocks — artifacts, files, projects, and chats — and how they fit together.

What I'll demo:

• What an artifact is and when one appears

• Uploading and attaching files to a chat

• The difference between a one-off chat and a project

• Where Claude saves things

• When to use Claude skills and projects

Key takeaway: Knowing the parts of Claude makes everything else click into place.

Module 6: Claude Connectors

Learning outcome: Learners understand what connectors are, why they matter

What I'll demo:

• What a connector is, in plain English

• Examples — Outlook, OneDrive and Canva

• Walking through connector setup

Key takeaway: Connectors are how Claude stops being a chatbot and starts being useful at your real job.

Module 7: Claude CoWork and Schedule

Learning outcome: Learners can use Cowork mode to read and write files on their computer, and set up a scheduled task that runs automatically.

What I'll demo:

• Selecting a folder for Claude to work with

• Asking Claude to read, edit, and save a file directly

• Setting up a scheduled task — e.g. a Monday morning summary

• Reviewing and stopping a scheduled task

Key takeaway: This is the moment most people stop seeing Claude as a chatbot. It's now an assistant at your desk.

Module 8: Claude Skills

Learning outcome: Learners understand what Skills are, when Claude triggers them, and how they improve output quality.

What I'll demo:

- What a Skill is — a set of expert instructions Claude reads before starting
- Examples — making a PowerPoint, summarising a document, writing an email
- How to see which Skills are available
- When Claude picks a Skill automatically

Key takeaway: Skills are how Claude gets reliably goo

Additional Course Details

Nexus Humans Claude AI Workshop presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Claude AI Workshop and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Claude AI Workshop?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Claude AI Workshop course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Claude AI Workshop training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Claude AI Workshop?

Yes, we provide corporate training, dedicated training, and closed classes for Claude AI Workshop. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Claude AI Workshop?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Claude AI Workshop training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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