

Master Class: Autonomous Agent Teams with Claude Cowork (AATCC)

ID AATCC **Price** CHF 5,890.—(excl. VAT) **Duration** 5 days

Who should attend

Business Owner, Citizen Developer, IT Affine Informationworker

- Launch, monitor, and manage tasks at scale
- Know when to ask and when to hand off
- Tune persona, tone, and default behavior
- Run tasks on autopilot with scheduling
- Diagnose a failed task and recover fast

Course Content

Module 1 — Day-One Foundations: Desktop & Chat

- Meet the Claude Family
- Safe by Default: Workspace & Permissions
- Write Prompts That Deliver First Try
- Choose the Right Model, Control Cost
- Stay Consistent on Large-Scale Tasks
- Master the Chat Interface
- Reuse Your Best Work with Artifacts
- Onboard Your Team in One Session

Module 2 — Skills, Connectors & MCP

- Add domain expertise with ready-made skills
- Produce Office documents out of the box
- Write your first skill that runs every time
- Turn a rough skill into reliable automation
- Connect Claude to the services you run on
- From AI assistant to AI employee with MCP
- Wire Claude into any internal system with MCP
- Run skills as slash commands in Claude Code

Module 3 — Claude Projects: Context That Compounds

- Persistent Context: Never Re-Explain Again
- Stand Up Your First Project in Five Minutes
- Cumulative Memory: Claude Gets Smarter
- Standing Rules: Write Once, Apply Always
- Knowledge Files: Always the Right Source
- Integrations: GitHub, Skills, Connectors, Plugins
- Research Workspace: Your Files Plus the Web
- Brand Consistency: Set Once, Always Enforced
- Autonomous Tasks: Inherit Every Bit of Context

Module 4 — Claude Cowork: Hand Off the Work

- Get oriented: the Cowork screen and controls
- Extend Cowork fast with marketplace plugins

Module 5 — On-Brand by Default: Design & Voice

- Generate on-brand assets and design systems
- Codify your brand voice into a reusable skill
- From Idea to Investor-Ready Pitch
- Share-Ready Slides and One-Pagers

Module 6 — Automate the Apps You Already Use

- Know when automation is the right call
- Automate web forms with the Chrome extension
- Automate legacy desktop apps on screen
- Write prompts that make automation reliable
- Manage automation permissions with confidence
- Recover fast when an automation breaks

Module 7 — Claude Inside Microsoft 365

- Use Claude right inside Excel, PowerPoint, Outlook
- Connect Outlook, Teams, OneDrive, SharePoint in one step
- Know when to stay in the add-in or escalate
- How Claude powers M365 and Copilot routing
- Control which agents your users can access
- Map your plans to the features you actually get
- Track the roadmap to protect your investment

Module 8 — Harness & Plugins: Make It Yours

- Set up a safe, governed workspace
- Automate workflows and version them in Git
- See what plugins unlock for you
- Install and manage plugins from one panel
- Under the hood: what a plugin is made of
- Govern plugins across your whole team
- Keep plugin secrets and credentials safe

Module 9 — Agent Teams You Run from Anywhere

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- Trigger tasks from your phone or tablet
- Get updates and reply from Teams or Slack
- What agent teams unlock for you
- How every agent team is structured
- How Cowork splits and sequences the work
- Watch and steer a team in real time
- Approve key decisions, recover from failures
- Keep remote access locked down
- Trigger tasks programmatically via the Dispatch API

Module 10 — Second Brain: Knowledge That Compounds

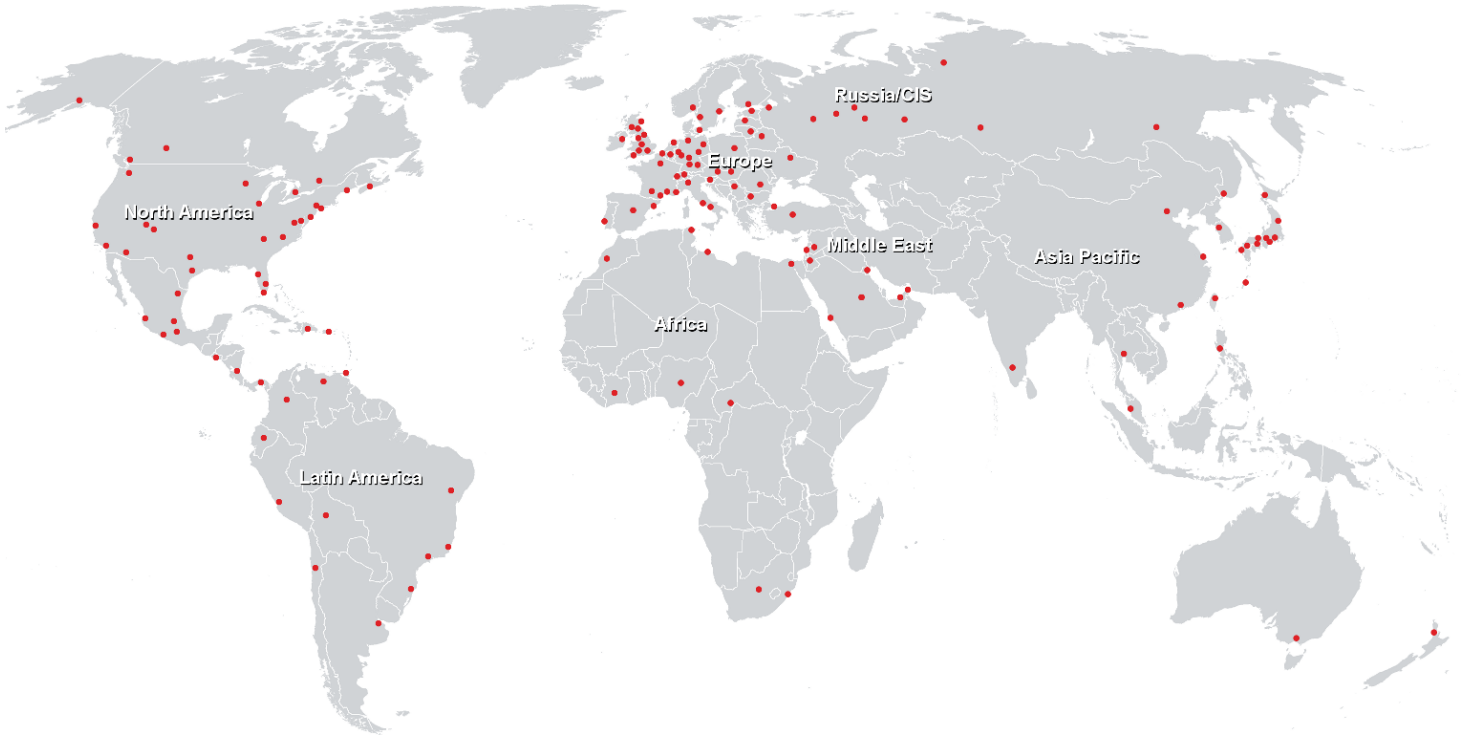
- Why a second brain lifts every Cowork task
- Stand up the project for your second brain
- Structure knowledge for first-time-right retrieval
- Connect sources and know what Claude draws on
- Keep your knowledge current, never stale
- Automate recurring tasks on a stable base
- Run Deep Research across the web and your files
- Improve CLAUDE.md and your skills every week
- Find it in the log, fix it in five minutes
- Close the loop: track, gather feedback, measure

Module 11 — Scale to the Org: Team & Enterprise

- Pick the right plan: Team vs. Enterprise
- Get the seat mix right: steady cost, no blocks
- Monitor usage so no one stalls mid-project
- Auto-provision accounts via your identity provider
- Set spend limits that stop surprise bills
- One prompt to search M365, Slack, and internal systems
- Plan the Enterprise move before you hit the seat cap
- Run billing, access, and usage from one console
- Know the data-privacy terms before you connect
- Export audit logs for compliance and security

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Training Centres worldwide



Fast Lane Institute for Knowledge Transfer (Switzerland) AG

Husacherstrasse 3
CH-8304 Wallisellen
Tel. +41 44 832 50 80

info@flane.ch, <https://www.flane.ch>