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

ID AATCC **Price** CHF 3,890.—(excl. VAT) **Duration** 3 days

Who should attend

Business owner, citizen developer, information worker with IT affinity, power user

Course Content

Module 1: Claude Cowork Fundamentals

- Claude Desktop & Web: Same Chats
- Claude for Office & Google Docs
- Cowork: Chat vs. Multi-Step Tasks
- Choose Chat, Cowork, Add-in, Schedule
- Cloud Tasks: Run Without Laptop
- Folder Access: Approve File Changes
- Prompts: Goal, Inputs, Limits
- Plan Review: Check Before Running
- Failed Tasks: Resume Where Stopped
- Choose the Right Model

Module 2: Projects, Instructions & Memory

- Instructions for Claude: Every Chat
- Projects: Files & Instructions per Topic
- Project Knowledge: Name & Structure Files
- Memory: Control What Claude Remembers
- Context Window: Long-Chat Limits
- Second Brain: Organize Company Knowledge
- Company Glossary: Shared Terms
- Knowledge Files: Owners & Review Dates
- Deep Research: Web, Files, Citations

Module 3: Skills, Plugins & Connectors

- Built-in Skills: Office & PDF Files
- Skills: Install from Anthropic's Directory
- Plugins: Ready-Made Finance, Sales, Legal
- Custom Skills: From Finished Work
- Skill Descriptions: Claude Picks Correctly
- Connectors Directory: CRM, Project Tools
- Microsoft 365 Connector: Mail & Files
- Google Workspace Connectors: Gmail, Drive
- Connector Permissions: Allow, Ask, Block
- Custom Connectors (MCP): Your Systems

Module 4: Artifacts, Sharing & Mobile

- Artifacts: Ideas to Clickable Drafts
- Artifact Types: Mock-ups, Diagrams, Calculators
- Artifact Edits: Highlight, Ask, Restore
- Sharing: View, Comment, Edit Access
- Comments: Collect Feedback, See Viewers
- Live Artifacts: Connected Team Trackers
- AI-Powered Artifacts: Tools Using Claude
- Cowork on iPhone: Start & Follow
- Notifications: Task Done, Reply Needed
- Camera & Dictation: Capture Notes

Module 5: Design, Brand & Motion

- Design Systems: Brand Colors & Fonts
- Brand Voice Skill: Style Guide
- Claude Design: Draft Visual Layouts
- Claude Slides: Branded Presentations
- Pitch Decks & One-Pagers: Investors, Customers
- Claude Motion: Animated Explainers
- Motion Edits: Text, Charts, Timing
- Social Channels: Claude Converts Formats

Module 6: Reporting & Dashboards

- Claude for Excel: Spreadsheet Analysis
- Ask Your Data: Plain-Language Questions
- KPI Tables: Build, Check Numbers
- Claude Dashboards: Live Data Sources
- Dashboards: Check Sources, Last Refresh
- Scenarios & Forecasts: Best, Worst Case
- Management Summaries: Explain the Numbers
- Board Materials: From Files, Mail

Module 7: Scheduled Tasks & Routines

- Time Audit: Find Repetitive Work
- Time Savings: Compare Monthly Hours
- Scheduled Cloud Tasks: Daily, Weekly
- Run History & Notifications: Track Results
- Routines: Morning Briefing, Weekly Summary
- Inbox Routine: Sort, Draft Only
- Weekly Reports: Automatic Status Updates
- Approval Modes: What Runs Alone

- Approve by Reply: Routine Waits
- Routine Safeguards: Report Missing Connectors

Module 8: Browser & Desktop Automation

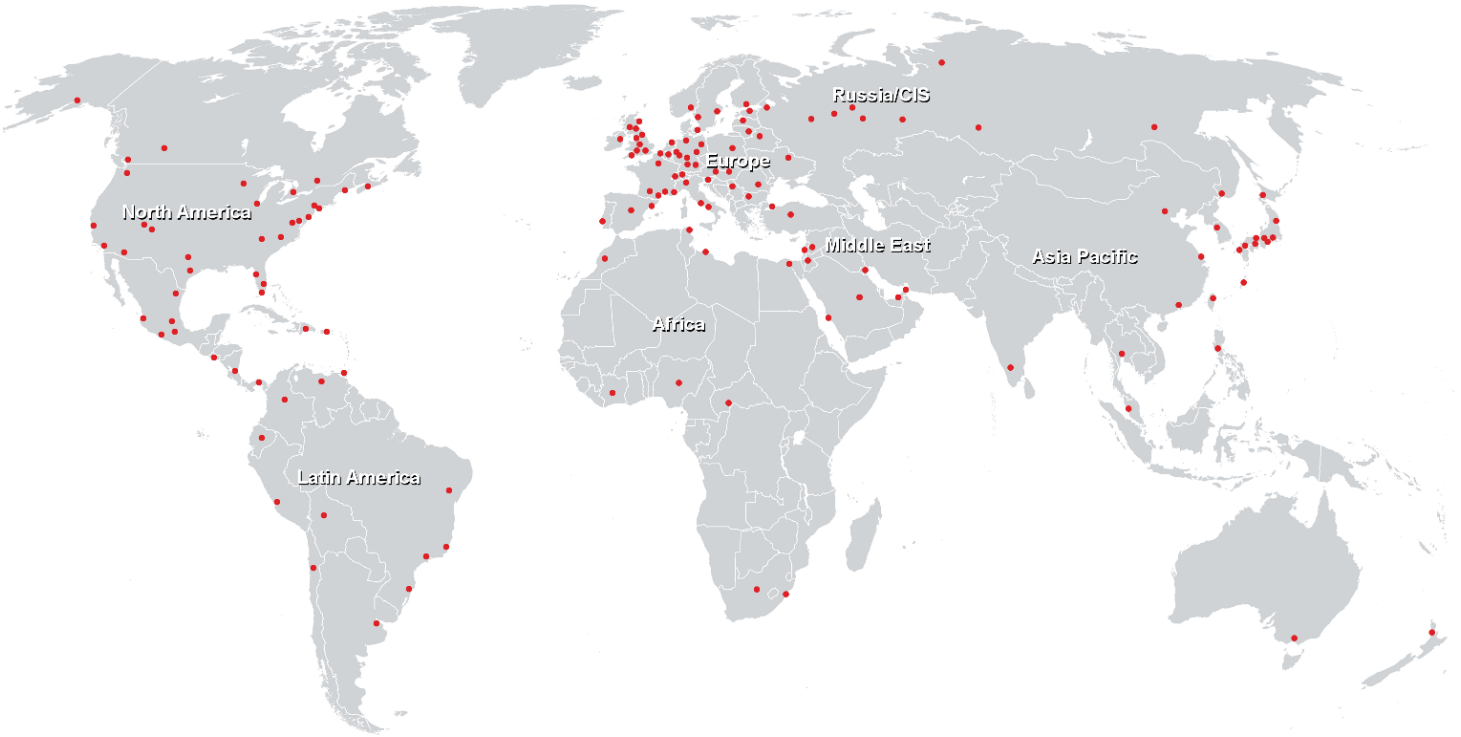
- Automation vs. Connectors: Which Fits?
- Built-in Browser & Chrome: Operate Websites
- Claude in Chrome: Portals & Forms
- Computer Use: Old Desktop Programs
- Automation Instructions: Survive Site Redesigns
- Site Permissions: Allowed Sites, Recovery

Module 9: Team Workflows & Handover

- Agent Harness: Skills Outlive Models
- Handover Test: Colleague Runs Routine
- Plugin Contents: Skills, Connectors, Commands
- Team Plugins: Bundle Skills, Connectors
- Plugin Sharing: Everyone Works Alike
- Sub-Agents: Helpers Split Big Tasks
- Agent Roles: Researcher, Writer, Checker
- Reviewer Agent: Checks Work First

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Training Centres worldwide





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