

Claude AI Training: Productivity, Automation, and Content Creation

Module 1 – Introduction to Claude AI

- Overview of Claude and Its Ecosystem
- Claude vs. ChatGPT vs. Gemini
- Professional Use Cases
- Strengths, Limitations, and Best Practices
- Exploring the User Interface
- Choosing the Right Model for Your Needs

Module 2 – Prompt Engineering Fundamentals

- Understanding How Generative AI Works
- Structure of an Effective Prompt
- Defining a Role and Context
- Using Examples to Improve Results
- Adding Constraints and Objectives
- Techniques for Iteratively Improving Responses

Module 3 – Document Analysis and Processing

- Uploading and Analyzing PDF, Word, and Excel Documents
- Summarizing Reports and Large Documents
- Extracting Important Information
- Comparing Multiple Documents
- Analyzing Contracts and Procedures
- Creating Summaries and Meeting Reports

Module 4 – Professional Content Creation

- Writing Professional Emails
- Creating Reports and Administrative Documents
- Writing Procedures and User Guides
- Producing Marketing and Promotional Content
- Rewriting, Correcting, and Improving Text
- Translating and Adapting Content

Module 5 – Using Claude's Advanced Features

- Creating and Managing Projects
- Adding Reusable Context
- Using Memory to Personalize Interactions
- Creating Artifacts to Generate Structured Content
- Producing HTML Code, Documents, and Interactive Tools

- Organizing Your Work Efficiently with Claude

Module 6 – Claude for Productivity and Management

- Preparing Meetings and Meeting Minutes
- Creating Project Plans and Schedules
- Writing Proposals and Service Offers
- Preparing Course Plans and Training Materials
- Automating Repetitive Tasks
- Using Claude as a Professional Assistant

Module 7 – Integrations and AI Assistants

- Introduction to AI Assistants and Agents
- Exploring the Model Context Protocol (MCP)
- Connecting Claude to External Tools
- Using Claude with Google Workspace
- Using Claude with Microsoft 365
- Designing an AI Assistant for a Business Need

Module 8 – Security, Privacy, and Best Practices

- Understanding Privacy Considerations
- Protecting Sensitive Data
- Validating AI-Generated Responses
- Identifying Potential Limitations and Biases
- Implementing Responsible AI Use
- Adopting Best Practices in the Workplace