

Claude AI Training for Business Teams

An on-site, 3-hour hands-on workshop delivered at your offices, UK-wide. Jargon-free, fully tailored to your team's requirements, and run at a time that suits you. Minimum group size: 3 participants.

Course Modules

Module 1 - How Claude Actually Works (Without the Jargon)

Goal: Build the right mental model in 30 minutes, so nothing later feels like “magic” or “risk.”

- What Claude is (and isn't) - a writing/thinking assistant, not a search engine or a database of your company
- Why Claude sometimes gets things wrong (“hallucinations”) and how to spot it
- The one habit that prevents 90% of AI mistakes
- Hands-on: everyone logs in, sends their first message, tests Claude on something from their own job

Module 2 - The Prompting Framework: Getting Useful Answers, Every Time

Goal: Replace “trial and error” with a repeatable structure anyone can follow.

- The 4-part prompt structure: Task, Context, Format, Constraints
- Before/after: a vague prompt vs. a well-built one, using a real example from your industry
- Giving Claude examples of what “good” looks like
- Follow-up prompting - treating it like a conversation, not a search box
- Hands-on: each participant rewrites 3 of their own weak prompts and compares results

Module 3 - Claude for Everyday Work: Email, Documents & Meeting Notes

Goal: The tasks every single employee does every single day, made faster.

- Drafting and rewriting emails in your company's tone
- Summarising a long email thread or document into 3 bullet points
- Turning rough meeting notes into a clear action list with owners and deadlines
- Proofreading and tightening writing without losing your voice
- Hands-on: participants bring a real email/document/notes file and process it live

Module 4 - Claude Inside Excel: Your Bridge From Formulas to AI

Goal: For teams already using Excel daily, this is the highest-value module in the room.

- Using Claude to explain what a formula does in plain English
- Cleaning messy data (inconsistent dates, duplicates, blank cells) with natural-language instructions
- Asking Claude to build a formula or summary table from a plain description
- Spotting errors in a spreadsheet by asking Claude to review it
- Hands-on: participants bring a real (anonymised) spreadsheet and clean/analyse it live

Module 5 - Build Your Team Assistant (Projects & Custom Instructions)

Goal: Move from “one-off questions” to a reusable assistant set up for your team's actual work.

- What a “Project” is and why it remembers your context
- Setting custom instructions once, so every answer matches your company's tone and format
- Building one shared Project template your whole team can copy
- Hands-on: each participant builds one working Project tailored to their own role

Module 6 - Claude for Analysis & Decisions: Reports, Comparisons, Summaries

Goal: Using Claude as a thinking partner for decisions, not just a writing tool.

- Summarising a long report or policy document into an executive brief
- Comparing two documents and getting a clear pros/cons table
- Asking Claude to challenge a plan and find gaps or risks before you present it
- Where to stop trusting Claude and bring in a human expert
- Hands-on: participants run a real comparison or summary task from their own workload

Module 7 - Working Smarter: Speed, Cost & Efficient Prompting

Goal: The module that pays for the course. Most teams waste time and budget through inefficient use.

- Why vague, back-and-forth prompting costs more time and usage than a well-built prompt
- Reusing prompts instead of rewriting from scratch every time (the Playbook habit)
- Batching similar tasks together
- Choosing the right tool for the task - using Claude where it saves time, skipping it where it doesn't
- Hands-on: a “before and after” time trial - the same task done the slow way and the smart way, timed

Module 8 - Using AI Safely: Data, Privacy & Company Policy

Goal: Confidence, not fear - a clear, simple rule set your team will actually remember.

- The “traffic light” rule: what's safe to paste in, what needs anonymising, what should never go in
- Customer data, personal data and confidential business information - practical do's and don'ts
- How chat history and data retention work, explained simply
- A short, customisable “AI Usage Guidelines” handout your company can adopt immediately
- Hands-on: group exercise sorting 10 real tasks into “safe,” “anonymise first,” and “don't”

Module 9 - Build Your Personal Prompt Playbook

Goal: Make sure Monday morning isn't the day everyone forgets the training happened.

- Each participant compiles their best 15-20 prompts from the session into one reusable document
- Everyone leaves with a personalised, role-specific reference - not a generic handout
- Team leads get a combined “team playbook” merging everyone's best prompts

Your Tailored Deep-Dive

Built entirely around your team, after we understand what you need. This is not a fixed module picked from a list. Once we know your team's role, tools and day-to-day work, the second half of the session is built specifically around it - real workflows, real examples, and real exercises using your own material.

Depending on what your team needs, this can include:

Workflows specific to your role

The actual reports, documents, communications or analysis your team produces every week, rebuilt live using Claude.

Reusable automations

A Project or Skill built together in the room, so your team's exact format, tone and process is captured once and reused from then on.

Connectors relevant to your tools

How Claude can work alongside the systems your team already uses (spreadsheets, shared drives, messaging tools and more), demonstrated live so your team sees exactly how it fits before deciding to connect anything themselves.

Judgement calls specific to your work

Where Claude genuinely helps, and where a human decision must always stay a human decision.

Hands-on practice throughout

Every exercise uses your team's own (anonymised) documents, data or examples, not generic samples.

How the workshop runs

- On-site at your offices, anywhere in the UK - no travel or venue costs for your team.
- A focused 3-hour workshop, scheduled at a time of day that suits you.
- Group size: minimum 3, ideal 3-10 people.
- Every participant needs a laptop and a Claude account.
- A short pre-course survey shapes every example around your industry and workflows.

Book or ask a question

Phone/WhatsApp: +44 744 0030 334 | Email: info@sharma-academy.com | Web: claude.iamdeepaksharma.com