



# CLAUDE COWORK FOR BUSINESS

Course ID : CLAUDE-AI



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**Duration: 2 Days**

(12 Hours) 09:00 AM – 04:00 PM



**Price: 14,900 THB**

\* (excluding VAT 7%)

\* Eligible for 200% tax deduction



**Training Schedule**

[www.9experttraining.com](http://www.9experttraining.com)

## Category: Artificial Intelligence

Master Claude AI at its best — through multiple tools including Claude.ai, Claude Desktop, Cowork Mode, and Claude Code. This 2-day intensive course combines hands-on workshops with real business applications — from document creation and data analysis to desktop automation and AI agent workflows. Walk away ready to deploy Claude in your organization from day one.

## Objectives

1. Understand what makes Claude AI distinct from other AI tools and when to choose it.
2. Write professional-grade Prompts for business and administrative tasks.
3. Use Claude to create documents, analyze data, and build Artifacts efficiently.
4. Operate Claude Cowork for automated desktop tasks with speed and precision.

## Objectives (Continued)

5. Understand Claude Code and issue commands without any coding background.
6. Apply AI immediately in your organization upon course completion.

## Target Audience

1. Entrepreneurs & Business Owners
2. Professionals Seeking Real-World AI Application

## Prerequisites

1. Basic experience with Generative AI tools such as ChatGPT, Microsoft Copilot, or Gemini

## System Requirements

1. Windows 11 / 10
2. License: Claude Account (Free) — set up before training day
3. Claude for Desktop (required for Cowork Mode)
4. Claude Subscription (9Expert will invite participants during class)
5. Google Chrome or Microsoft Edge (latest version)
6. Internet connection

## TOPICS TRAINING



DAY 1 - Morning Session

9:00 AM – 12:00 PM

### 1. What is Claude?

- Why Claude stands out in the era of AI Agents
- Claude vs ChatGPT vs Gemini — key differences
- Claude Model overview

### 2. Getting Started with Claude

- Sign up and explore Claude.ai (Web & Mobile)
- User Interface, Projects, and Memory System
- Understanding subscription plans (Free / Pro / Max / Team / Enterprise)
- Personalizing your preferences
- Understanding Tokens
- Workshop: First-time Claude hands-on experience

### 3. Prompt Engineering

- Principles of writing professional-grade Prompts
- Techniques: Role Setting, Chain-of-Thought, Few-Shot
- System Prompt & Custom Instructions
- Workshop: Build Prompts for real administrative tasks



## DAY 1 - Afternoon Session

1:00 PM – 4:00 PM

### 4. Claude for Business Administration

- Create business documents: reports, meeting minutes, emails, proposals
- Data Analytics with Interactive Dashboard creation
- Web Search & Deep Research in Claude
- Generate files: Word, Excel, PowerPoint, PDF
- Workshop: Create documents for real administrative work

### 5. Claude Projects

- What is a Claude Project? (Project Instructions / Knowledge)
- Build specialized projects for specific functions (Marketing, HR, Finance)
- Workshop: Create documents for real administrative work

### 6. Connectors

- Connect Google Services: Google Drive, Google Calendar, Gmail



## DAY 2 - Morning Session

9:00 AM – 12:00 PM

### 7. Introducing Claude for Desktop

- Launch the virtual machine platform
- Configure global Cowork settings

### 8. Claude Cowork — AI Desktop Agent

- Cowork Mode concept: Agentic AI
- Multi-step Tasks: assign tasks and let Claude execute autonomously
- Folder Access & File Management: permission setup and in-system file handling

- Use Cowork to manage Files & Folders
- Workshop: Use Cowork to manage files and generate reports

### 9. Cowork Advanced + MCP Connectors

- MCP Connectors: connect external tools (Slack, Notion, etc.)
- Skills & Plugins: create document files (.docx, .xlsx, .pptx, .pdf)
- Claude in Chrome: Browser Automation
- Live HTML Artifact: build Real-time Interactive Dashboards
- Workshop: Build automated business workflows

### 10. Web Control

- Install Claude Extension on Chrome
- Open websites – Web Scraping (extract data from Google Maps)
- Workshop: RPA Challenge – automated data entry across web pages



## DAY 2 - Afternoon Session

1:00 PM – 4:00 PM

### 11. Claude in Excel

- Claude for automated calculations
- Claude for automated data analysis (Data Analytics in Excel)
- Claude for Dashboard creation

### 12. What are Skills?

- How to create a Skill
- Benefits of using Skills
- Workshop: Corporate Brand Identity

## 13. Applying Skills in the Organization

- Workshop: Candidate Screening workflow

## 14. Task Schedule

- What is Task Schedule?
- Real-world Task Schedule application examples

## 15. Building Landing Pages

- 10 minute technique to build Landing Pages with Claude

## 16. Using Claude with Audio Files

- Work with audio files / transcription using Claude
- Sentiment Analysis from audio content
- Integrate Claude with Whisper / GPT -4o Transcribe



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