

# Claude Cowork for Business Automation

DIGITAL &amp; IT

BASIC

## Description

In today's fast-paced corporate environment, basic AI chatting is no longer enough to maintain a competitive edge.

This course provides a hands-on, deeply practical blueprint for deploying Claude Cowork as a collaborative digital teammate. Participants will move past basic prompting into advanced structural design, workflow automation, and secure enterprise deployment.

By integrating human-in-the-loop validation with robust AI frameworks, professionals will drastically accelerate daily productivity while maintaining strict data governance and brand alignment.

## Who is this Course For?

Admin, operational, and managerial staff who want to use Claude to improve their team's productivity.

## Course Objectives

By the end of this course, learners will be able to:

- Explain core ethical considerations in AI development
- Demonstrate responsible AI handling and compliance
- Identify the ethical framework and guidelines of various prompting techniques
- Evaluate the ethical compliance of various prompting techniques
- Formulate corrective measures or interventions for AI applications
- Integrate ethical checkpoints into AI workflow
- Develop workflow plan of the AI project

## Academic Pre-requisites

- Learners must have a basic command of reading, writing, speaking, and listening in English.
- Learners should be proficient in using a computer, mouse, and keyboard.
- Learners are required to have at least a lower secondary education.

## Course Duration

**16 Hours**

## Mode of Training

**Classroom****Full Fee****\$1,200**

(Subject to 9% GST)

**Nett Fee****\$1,380**

(After GST)

*As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.*



# Course Content

## Learning Unit 1: The Automation Mindset

- Introduction to Automation
- The human-in-the-loop Ethical Principle

## Learning Unit 2: Claude Cowork

- Workspace Design Guidelines for Claude Cowork
- Claude Cowork and its functions

## Learning Unit 3: The 4C Prompting Framework

- Concepts of Prompting Framework
- Use AI Tools Ethically with Framework and Guidelines

## Learning Unit 4: Case Study Workshop

- Case Study – Email Lab
- Case Study – Research and Insights Automation
- Case Study – Spreadsheet Assistant

## Learning Unit 5: Personal Workflow Design Project

- Case Study – Proposal and SOP Documentation
- Case Study – Content Strategy and Brand Voice
- Creation of a Mini Project