



AI AND AUTOMATION

Claude at Work

DURATION

2 days

AUDIENCE

All roles

LANGUAGE

Polish or English

FORMAT

On site or online

A hands-on workshop built around the Claude desktop app: from the first prompt to real tasks such as document analysis, presentation prep and working with data. Participants leave with working methods for their own job, not theory. Exercises run on their own examples.

WHAT WE COVER

- Getting started: the Claude desktop app, projects, files and where each fits in daily work
- Prompting that works: clear instructions, giving context, iterating instead of accepting the first answer
- Documents: analysis, summaries, comparisons and first drafts that sound like you
- Data: working with spreadsheets, quick analyses and sanity checks before you trust a number
- Presentations: from a rough outline to a structured deck with speaker notes
- Safe and responsible use: what to verify, what never to paste, and how to stay within company rules

YOU LEAVE WITH

- A personal list of use cases matched to your own role, tested during the workshop
- A starter prompt library you can reuse and extend from day one
- A short verification checklist: how to catch errors before they reach your inbox or your board

WHO IT IS FOR

Anyone who works with documents, data or presentations: board members, managers and specialists alike. No technical background needed. Groups up to 12 people, exercises run on the participants' own examples.



BOOK THIS TRAINING

Write to michal.krauze@krauzeadvisory.com with the subject "Training: Claude at Work".
Add preferred dates and group size. Closed programs are tailored to your organisation.