

Working Smarter with Claude Chat

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Course Number: AI-CLD-1001

Duration: 1 days

Overview

Course Description

Get more done with Claude by learning its core chat capabilities. This course covers effective prompting, web search, extended thinking, Research, and how to organize work with projects, artifacts, and styles. Participants also learn how to verify AI output, set trust boundaries, and build a productive working relationship with Claude. Hands-on labs reinforce every topic so learners leave ready to apply Claude to their daily work.

Skills Gained

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

- Write effective prompts for Claude
- Identify when to use web search, extended thinking, and Research
- Organize work using projects, artifacts, and styles
- Evaluate AI-generated output for accuracy and reliability
- Determine appropriate trust boundaries for AI-assisted work

Prerequisites

- Familiarity using Generative AI

Software

All attendees must have a modern web browser and an Internet connection.

Audience

Course Details

Using Claude Chat

- The Chat Interface and Conversation Flow
- The CLEAR Framework: Concise, Logical, Explicit, Adaptive, Reflective
- Attaching Documents and Images
- Web Access and Research
- Extended Thinking for Complex Reasoning
- Persistent Memory Across Conversations
- Model Switching and When to Change Models

Organizing and Creating

- Organizing Work with Projects
- Creating and Managing Projects
- Project Instructions for Scoping Claude's Behavior
- Artifacts: Building Apps, Tools, Visualizations, and Content
- Publishing and Sharing Artifacts
- Styles for Personalizing Tone and Format

Working Alongside AI

- Setting Trust Boundaries with Claude
- Knowing What to Delegate and What to Keep
- Reviewing and Verifying AI Output
- Hallucinations, Incorrect Citations, and Fabricated Claims
- Prompt Injection and Input Risks
- Growing Autonomy as Capabilities Grow