

# Agentic Work with Claude Desktop and Cowork

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**Course Number: AI-CLD-2001**

**Duration: 2 days**

## Overview

## Course Description

Move from chatting with Claude to delegating real work. This course covers Claude Desktop's extension ecosystem and then dives into Cowork, where Claude plans and executes multi-step tasks on your behalf. Learners produce polished deliverables, scale workflows with connectors, projects, scheduled tasks, and plugins, and stay in control of agentic work through trust boundaries, intervention strategies, and compliance awareness.

## Skills Gained

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

- Describe how Claude Desktop and Cowork differ from Claude Chat
- Extend Claude Desktop with extensions and local MCP servers
- Delegate multi-step tasks to Cowork and supervise their execution
- Design repeatable workflows using projects, scheduled tasks, and plugins
- Evaluate when Cowork should and should not be used for a given task

## Who Can Benefit

Anyone interested in using Claude Desktop and Cowork for agentic knowledge work

## Prerequisites

Familiarity using Claude Chat, or have taken Ascendient Learning's [Working Smarter with Claude Chat](#)

## Software

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

## Audience

## Course Details

### Your Desktop AI Workspace

- How Claude Desktop Differs from claude.ai
- Quick Entry for Launching Claude from Any App
- Persistent Memory Across Conversations
- Choosing the Right Model for the Task
- Desktop Extensions for Connecting to Local Resources
- Local MCP Servers and Manual Configuration
- Extension Security, Allowlists, and Admin Controls

### Delegating Work to Cowork

- Chat vs. Cowork vs. Claude Code: Choosing the Right Mode
- How Cowork Plans and Executes Multi-Step Tasks
- Task Progress Visibility and Human Intervention
- Working with Local Files and Folders
- Producing Deliverables: Reports, Spreadsheets, and Presentations
- Connectors for Google Drive, Gmail, Slack, and Other Services
- Browser Use and Computer Use

### Scaling Your Cowork Workflows

- Cowork Projects as Persistent Workspaces
- How Cowork Projects Differ from Claude Projects
- Scheduled Tasks for Repeatable Outputs
- Local vs. Cloud Scheduling and Their Tradeoffs
- Plugins: Bundled Skills, Connectors, and Sub-Agents

- Skills as Reusable Instruction Sets
- Customizing Cowork for Role and Workflow

## **Staying in Control**

- Setting Trust Boundaries for Cowork
- Growing Autonomy as Capabilities Grow
- When to Intervene During a Running Task
- Reviewing Before Acting on Cowork Output
- Choosing the Safest Execution Path
- When Cowork Should Not Be Used
- Audit Log and Compliance Limitations