

mtraining

# Claude AI for Business

## 1 Day Private Course| Classroom or Online

Google ★★★★★

FIVE STAR CUSTOMER RATING

UK Register of Learning Providers

www.mtraining.co.uk

# Course Overview

## Claude AI Training

Learn how to use Claude AI to write, analyse documents and work with data more efficiently, with practical skills you can apply to everyday business tasks.

### Introduction

Claude AI can help streamline everyday tasks such as writing, reviewing documents and analysing data.

This practical 1 day course shows you how to get useful, reliable results from Claude through effective prompting and hands-on exercises.

You will also learn how to check outputs, handle business information responsibly and apply Claude to your own work.

### Course Objectives

By the end of the course, you will understand Claude's key features, capabilities and limitations, and how to use it effectively in a business context.

You will develop practical skills for drafting and editing content, summarising and comparing documents, and analysing spreadsheet data.

You'll also learn how to organise work using Projects, check the accuracy of results and use Claude responsibly when handling business information.

### Who would benefit from this course?

This course is suitable for professionals who regularly write, review or analyse business information.

It is particularly useful for communications and marketing teams, HR professionals, legal and compliance support, operations teams, consultants and anyone looking to use Claude AI more effectively in their day-to-day work.

## Highlights

- 5 Star Rated Course
- Classroom or Online
- 100% Trainer led
- Tailored to your Requirements
- 3 Months Online Support
- Detailed Course Materials
- Certificate of Completion
- Private or Public Courses

Google ★★★★★

FIVE STAR CUSTOMER RATING

# Course Outline

## Claude AI for Business

### Introduction to Claude

- ✓ Claude in a business context
- ✓ How Claude reads and generates responses
- ✓ Strengths, limits and common pitfalls
- ✓ Quick wins for writing and document work
- ✓ Using Claude safely with business information

### Getting Started With Claude.ai

- ✓ Navigating the interface and key features
- ✓ Choosing settings and understanding your plan
- ✓ Starting effective conversations
- ✓ Avoiding common beginner mistakes

### Prompt Writing

- ✓ Core principles of effective prompts
- ✓ Giving context, audience and tone
- ✓ Using roles, steps and examples
- ✓ Drafting emails, reports and policies
- ✓ Rewriting and editing for style and clarity

### Summarising & Analysing Documents

- ✓ Uploading and working with documents
- ✓ Summarising long reports and contracts
- ✓ Comparing documents and extracting key points
- ✓ Checking outputs against the source

### Working With Spreadsheets & Data

- ✓ Uploading spreadsheets and data files
- ✓ Cleaning and organising data
- ✓ Spotting patterns and trends
- ✓ Creating summaries and simple analysis
- ✓ Checking calculations and results

### Organising Work With Projects

- ✓ How Projects work in practice
- ✓ Setting up project instructions and knowledge
- ✓ Keeping documents and context together
- ✓ Building reusable prompts and templates
- ✓ Sharing good practice with colleagues

### Responsible Use & Action Planning

- ✓ Data privacy and confidentiality
- ✓ Accuracy checking and disclosure
- ✓ Identifying tasks to use Claude for
- ✓ Setting goals for everyday use

> We all found the session incredibly useful and have been implementing some of the actions based on our learnings.

**Michael A,**

**Nestle Health Sciences**

# Delivery Options

## Claude AI

### Private Inhouse Courses

This course is available as a private course for one to ten people in classroom or online.

If you want to book, please email us or call 0161 226 6032 and we will send you dates to choose from.

If you want the course content designed to your specific needs please let us know.

### Venues

- ✓ Online via Teams or Zoom
- ✓ Inhouse at your offices
- ✓ At one of our training centres
- ✓ At a venue of your choosing

### Timing

Normally 9:30 to 4/4:30 but this can be altered to suit you.

### Private Course Pricing

From £590 + VAT*

Please call 0161 226 6032 or email info@mtraining.co.uk with details of the venue and number of delegates to receive a quote.

* Please check website or email us for latest prices.

- INHOUSE (UK WIDE)
- MANCHESTER
- ONLINE

Click here for more details and the latest prices or email info@mtraining.co.uk



# Reviews

## M Training Delegate Feedback

Rachel was excellent during our training session. The mixed ability group made the knowledge transfer a challenge, but Rachel took it in her stride and adapted to the needs of her audience with ease. Will definitely be considering more training courses with M Training after our initial experience

Michaela J, GMP

The trainer had excellent knowledge of the [Power BI] subject and was very clear in her delivery. She allowed plenty of opportunities to ask questions which she answered fully

Ghazalla H, UK Parliament

Rachel was excellent in her explanations, the course was detailed, we had time to practice, no rush and overall felt a buzz once completed. Really felt like I achieved my objectives and confident to use Power BI. Looking forward to using it.

Holly L, JCET Europe

We recently engaged M Training for a Power BI course - Rachel delivered an exceptional training course which was hugely beneficial for all attendees. Rachel effectively debunked and simplified Power BI in a logical manner and the team now have a clear roadmap to building client dashboards. I would highly recommend Rachel to anyone considering IT upskilling!

Jake W, CBRE

We organised on site 2 day power BI training for 2 people. The organisation of the training was very flexible when we need to make short notice changes to the times of training required at very short notice. The training materials where very clear and detailed, as was the trainer. The trainer was also very patient and clear with her explanations and happy to help delegates unpick any errors made and discuss practical applications of what we learned into our specific working environment.

Jennifer L, GMP

The course was excellent, and covered a range of areas really well. The trainer was extremely knowledgeable and helped make the course insightful and really useful.

Neil W, Jodrell Bank

Knowledgeable and excellent in communication, plus able to answer all my questions in specific details. Also appreciated for guidance towards certification process for PL-300.

Mutlu I, Jodrell Bank

The trainer was extremely knowledgeable and created a relaxed but engaging environment.

Grace D, HarperCollins

# Why choose M Training?

- Rated 5 Stars in Google, Facebook and on post-course feedback
- Highly Experienced and Qualified Trainers
- Private Courses Online and in Classroom
- Convenient locations in Manchester, Birmingham, Leeds & Liverpool
- Detailed course notes and support material
- Free Certificates of Completion
- 3 months ongoing email support
- Personal support throughout your course

# How to Book

If you have any questions, or would like to book a course, send us an email or give us as call.

**Email:** info@mtraining.co.uk

**Call:** 0161 226 6032

**Visit:** www.mtraining.co.uk

Payment: We will invoice you and you can pay by bank transfer or credit card.

## We work with:




mtraining

**Manchester:** Base, Greenheys Lane, Manchester Science Park M15 6LR.
**Leeds:** West One, 114 Wellington Street, Leeds, LS1 1BA.
**Birmingham:** Cornwall Buildings, 45 Newhall Street, Birmingham, B3 3QR.
**Liverpool:** The Plaza, 100 Old Hall; Street, Liverpool L3 9QJ.

Visit our website