



LIVE SEMINAR

Claude AI: Write Faster, Make Better Decisions and Get More Done

Claude AI for workplace productivity



WHO THIS IS FOR:

This seminar is for anyone who wants to use Claude to increase their productivity at work — regardless of role, department, or technical background. If you're spending your day rewriting drafts from scratch, digging through long documents for the one thing that matters, or re-explaining your work to an AI tool that doesn't remember yesterday's conversation, this seminar is for you.

Open to all experience levels — from first-time users to those who already use Claude daily but want to get more out of it.

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SEMINAR SUMMARY



Stop wrestling with work. Start working with Claude.

AI is no longer a novelty sitting on the side of your workday. It's quickly becoming the way work gets done. Claude for Business Professionals is designed to teach you how to get the most from Claude whether you've never opened it before or you use it daily and know there's more it can do.

In this live virtual seminar, you'll learn to use Claude, Anthropic's AI assistant, as both a productivity engine and a thinking partner. Write drafts that sound like you. Explore reasoned research that's synthesized, not just summarized. Create formatted, shareable documents, straight from a conversation. Vet complex decisions before making them. Build an assistant personalized to your business, your role, your customers, or your objectives that understands how you actually work, so you're not starting from scratch, explaining the same context, every single time.

In This 3-Hour Seminar, You'll Learn To:

Write and communicate more effectively

Draft, edit, and tailor professional communications faster — and in your own voice

Summarize documents and extract what matters

Turn long reports, threads, and transcripts into clear decisions and next steps

Brainstorm, research, and make better decisions

Generate ideas, gather intelligence, and pressure-test your thinking — faster

Create and share polished outputs instantly

Go from conversation to formatted, shareable document — without leaving Claude

Organize ongoing work so nothing slips

Give Claude the context it needs — once — and it carries it forward automatically

Customize Claude to work the way you do

Build a personalized assistant that knows your voice, your work, and your routines

What is Claude AI?

Claude is an artificial intelligence assistant developed by Anthropic that helps professionals write, research, analyze information, summarize documents and improve productivity.

Is this seminar appropriate for beginners?

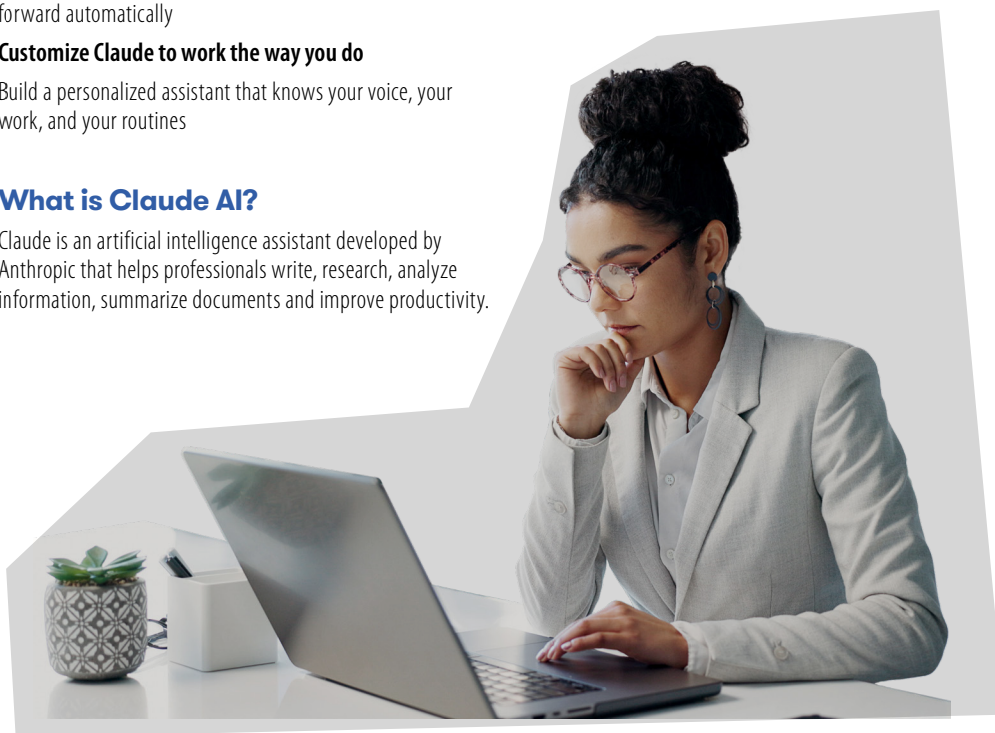
Yes. This seminar is designed for both beginners and experienced Claude users. You'll learn practical techniques that can immediately improve the way you work.

What will I learn?

You'll learn how to use Claude AI for business writing, document analysis, research, brainstorming, decision support and everyday workplace productivity.

Should I learn Claude if I already use ChatGPT?

Yes. If you're already comfortable using ChatGPT, learning Claude can expand the ways you use AI at work. This live virtual seminar focuses on Claude's workflow, features and practical business applications so you can confidently use it alongside other AI tools when it's the right fit for your work.



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