

AI in the Workplace

PRACTITIONER PROGRAMME | PROMPTING · CLAUDE SKILLS · CLAUDE COWORK · ARTIFACTS · N8N AUTOMATION

20 hrs

PROGRAMME LENGTH

10

MODULES

Live-build

TEACHING FORMAT

Mixed cohort

WHO IT IS FOR

WHAT THIS PROGRAMME IS

- Most AI training goes no further than typing questions into an assistant: participants learn to ask better questions and capture only a fraction of what the tools can do. This programme keeps going, into reusable Skills, an assistant with file and browser access, and automations that run whether or not anyone is watching.
- Led by demonstration: each capability is built live against real work, then tried by participants in a short exercise. Every topic has a case study and a set of guidelines, so the learning continues past the room.

WHAT YOU WILL BE ABLE TO DO

- Write structured prompts that produce reliable output on the first attempt instead of the fifth.
- Author, test and distribute Claude Skills so a repeatable task is captured once and runs the same way every time.
- Operate Claude Cowork as a working teammate with file access, browser control and scheduled recurring tasks.
- Build and deploy multi-step n8n workflows with an AI step that classifies, decides, drafts and routes.
- Turn a dataset into an interactive dashboard, a written report or a presentation deck.
- Produce cited research that holds up, and pressure-test a real decision before making it.
- Judge what AI got wrong, and know which parts of any output must always be checked by a human.
- Apply safe-handling rules for company and client data across every tool in the stack.

PROGRAMME AT A GLANCE

20 HOURS · 10 MODULES

MODULE

1

AI Foundations

DURATION 0.5 h

- The mental model. What the tools actually do, where they fail, and why delegation beats questioning.

MODULE

2

Prompting

DURATION 2.5 h

- The five-part prompt, the patterns for the five commonest work tasks, structured output, and how to iterate instead of restarting.

MODULE 3	Claude Cowork DURATION 1.5 h	Moving AI out of the browser tab. File access, browser control, permissions and scheduled recurring work.
MODULE 4	Claude Skills DURATION 3 h	The centrepiece. Capturing a repeatable task as a Skill that loads when relevant, runs consistently, and can be handed to the whole team.
MODULE 5	Documents, Email and Communications DURATION 1 h	Drafting, rewriting and triage, with house style preserved by example rather than by adjective.
MODULE 6	Meetings, Notes and Knowledge DURATION 1 h	Turning a meeting into decisions, owners and dates, and standing up a team knowledge base that answers questions.
MODULE 7	Research and Decision Support DURATION 1 h	Cited research that holds up to checking, and using AI to pressure-test a decision before it is made.
MODULE 8	Artifacts: Dashboards, Reports and Decks DURATION 2.5 h	Analysing a dataset without code, then turning the result into something people can actually look at: interactive dashboards and reports built as artifacts, and presentation decks generated and refined.
MODULE 9	Project and Task Management DURATION 1 h	What the built-in AI in project tools genuinely does, and turning a brief into a plan, a RAID log and a status update.
MODULE 10	n8n Workflow Automation with AI in the Loop DURATION 6 h	The largest block. How n8n works, the data model, expressions, triggers, core nodes, credentials, AI steps, safe data handling, error handling and deployment of a live workflow.

WHAT YOU WALK AWAY WITH

ROOM OUTPUT + TAKE-AWAY KIT

CASE STUDY PACK

- One case study per topic, with guidelines, to work through after the programme.

PROMPT LIBRARY STARTER

- The patterns for the commonest work tasks, with your own prompts drafted in session.

SKILL AUTHORING KIT

- A SKILL.md template and the trigger-testing checklist that makes a Skill actually fire.

COWORK SETUP GUIDE

- Installation, permission scoping and worked recurring-task examples.

N8N REFERENCE WORKFLOWS

- Exported workflows covering every pattern demonstrated, ready to import and adapt.

ARTIFACT AND DECK PROMPTS

- The prompts behind the dashboards, reports and decks built in session.

TOOL SELECTION MATRIX

- When to reach for a prompt, a Skill, Cowork or an n8n workflow.

VERIFICATION AND DATA HANDLING CARDS

- What to check before output leaves your desk, and what never goes into a tool.

PRACTICAL DETAILS

WHO IT IS FOR

Mixed cohort: knowledge workers, operations and analyst roles, and technically inclined team members. No coding background is assumed, and deeper technical material is available for those who can take it.

PREREQUISITES

Comfort with everyday business tools. A laptop with admin rights to install software and sign in to web applications.

FORMAT

Instructor-led and demonstration-led. Each capability is built live on real work, followed by a short exercise in the room. A case study and a set of guidelines for every topic are provided to work through afterwards. Each participant is given an account on a provisioned n8n instance.

Learning has never been so easy

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