

Claude AI Advanced: Design Skills, AI Assistants and Intelligent Automations

Duration: 0,5 jour

Audience: Pour tous

Who is this training for?

This training is designed for professionals, analysts, advisors, managers, consultants, trainers, and specialists who already use Claude and want to create more capable assistants, better connected to organizational knowledge and business processes.

Training objectives

By the

end of this workshop, participants will be able to:

- Design Claude Skills aligned with real business needs.
- Structure and reuse organizational knowledge effectively.
- Build specialized AI assistants based on specific roles or business processes.
- Leverage Microsoft 365 connectors to enrich work context.
- Optimize context management to improve outputs and reduce token consumption.
- Identify high-value automation opportunities.
- Implement governance and sharing practices for AI assistants.

Summary

Move beyond basic prompting and discover how to transform artificial intelligence into a true productivity lever for your team.

In this hands-on workshop, you will learn how to design Claude Skills that embed your work methods, templates, processes, and organizational knowledge. You will also discover how to leverage Microsoft 365 connectors to access information more effectively, optimize context usage, improve response quality, and reduce token consumption.

Through practical exercises, you will build specialized AI assistants, identify automation opportunities, and develop an approach for transforming individual expertise into reusable organizational assets.

Course outline

1.

Designing High-Value Claude Skills

Topics

Covered

- Understanding the architecture and capabilities of Claude Skills
- Identifying high-impact use cases
- Transforming expertise into specialized AI assistants
- Structuring roles, instructions, and operating rules
- Skill design best practices

Hands-on Exercise

Build a
first Claude Skill tailored to your professional reality.

2.

Building More Effective AI Assistants

Topics

Covered

- Creating
robust and reusable instructions
- Controlling and guiding
AI-generated outputs
- Standardizing
tone, formats, and deliverables
- Leveraging internal methods,
processes, and templates
- Testing
and optimizing results

Sample Assistants

- Professional
Writing Advisor
- Proposal
Reviewer
- Workshop
Facilitator
-

Document

Analysis Specialist

3.

Connecting Claude to Organizational Knowledge

Topics

Covered

- Using
reference documents effectively
- Structuring context to improve
response quality
- Reducing token consumption
through better information management
- Determining what belongs in
instructions versus reference documents
- Organizing
knowledge for maximum reuse

Microsoft 365 Connectors

- SharePoint
- OneDrive
- Teams
- Outlook

Hands-on Exercise

Design an

AI assistant powered by your organization's knowledge and documents.

4.

Identifying and Designing AI-Assisted Automations

Topics Covered

- Mapping
business processes
- Identifying
repetitive and administrative tasks
- Detecting inefficiencies and
time-consuming activities
- Assessing
potential gains
- Generating
automation scenarios with Claude
- Prioritizing use cases based on
impact and feasibility

Practical

Workshop

Create an **AI**

Automation Designer capable of:

- Analyzing
a business process
- Identifying
automation opportunities
- Recommending
optimization strategies
-

Estimating

potential benefits

- Prioritizing
improvement initiatives

5.

Deploying and Sharing AI Assistants Across the Organization

Topics Covered

- Building
a reusable Skills library
- Capturing and distributing
organizational best practices
- Defining AI champion roles and
responsibilities
- Ensuring assistant quality and
continuous improvement
- Driving
adoption across teams

Closing Workshop

Develop an

action plan for creating, governing, and sharing Claude Skills within your organization.

Approach and methodology

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This course is delivered as a

hands-on workshop

. Concepts are immediately applied through real-world use cases brought by participants. Practical exercises are central to the learning experience, ensuring that each participant leaves with:

- At least one specialized AI assistant;
- A concrete automation methodology adapted to their professional context;
- Practical strategies for scaling AI capabilities across their organization.

Prerequisites

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Prerequisites

- Experience using Claude in a professional setting.
- Familiarity with Claude's core features or completion of an introductory Claude training course.