

Day - 1

- **Beginners / General Users**

- Introduction to Claude (overview, versions, capabilities, limitations)
- Prompting fundamentals (clear instructions, role-based prompting, context)
- Practical applications (emails, reports, research summaries, marketing copy, brainstorming)
- Hands-on Labs: writing, refining, and improving prompts
- Structured outputs (tables, JSON, markdown)
- Responsible AI use (bias, compliance, privacy)
- Wrap-up and Q/A

Day - 2

- **Power Users / Developers / AI Champions**

- Recap of Day 1 + advanced goals
- Advanced prompt engineering (multi-step prompts, reasoning, multi-role)
- Claude for structured/technical tasks (code generation, debugging, architecture)
- Workflow integration (Slack, Notion, Jira, Confluence, Zapier/Make)
- Claude API & SDK basics (authentication, making calls, error handling)
- Hands-on Labs: building automation scripts and structured queries
- Evaluation & best practices (reducing hallucination, guardrails)
- Capstone project (real-world use case from participants) + presentations.