

# Claude AI Training Program

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### **Day 1: Foundations of AI & Claude Ecosystem**

- Introduction to AI, ML, and Generative AI (practical understanding)
- Evolution of Large Language Models (LLMs)
- Overview of Anthropic and Claude family
- Understanding Claude model capabilities and limitations
- Claude vs other LLMs (positioning & strengths)
- Core concepts: Tokens, context window, temperature, hallucination
- Responsible AI and ethical considerations
- Real-world use cases across industries

### **Day 2: Prompt Engineering with Claude**

- Fundamentals of prompt engineering
- Claude prompting styles (instructional, conversational, structured)
- Zero-shot, one-shot, and few-shot prompting
- Chain-of-thought and reasoning prompts
- Role-based prompting techniques
- Prompt templates for business use cases
- Reducing hallucinations and improving accuracy
- Hands-on exercises and prompt refinement

### **Day 3: Claude for Productivity & Business Applications**

- Content creation (emails, reports, marketing copy)
- Data analysis and summarization workflows
- Using Claude for documentation and SOP creation
- Automation of repetitive tasks
- Claude in customer support and operations
- Knowledge base interaction and Q&A; systems
- Case studies: HR, Sales, Finance, IT use cases
- Designing workflows using Claude

### **Day 4: Claude for Developers & Advanced Use Cases**

- Introduction to Claude APIs and integrations
- Working with structured outputs (JSON, tables)
- Building applications using Claude
- Claude + RAG (Retrieval Augmented Generation)
- Integrating Claude with internal systems and tools

- Prompt chaining and agent-based workflows
- Debugging and optimizing Claude outputs
- Security, data privacy, and governance

## **Day 5: Implementation, Strategy & Capstone**

- Designing Claude adoption strategy for organizations
- Identifying high-impact use cases
- ROI measurement and success metrics
- Change management and team enablement
- Governance and AI policy frameworks
- Building internal AI playbooks
- Capstone project: End-to-end solution using Claude
- Presentation, feedback, and certification