CLAUDE TRAINING NZ · claudetraining.co.nz

Half-day hands-on Claude workshop for your team

A private workshop at your workplace anywhere in New Zealand, or live online. Starting course: Claude foundations workshop (half a day). We agree the tasks and examples with you before booking.

Software subscriptions are separate. No payment until you accept the itemised quote.

What your team walks away with

- Each person has three prompts written for their own recurring tasks
- One shared Project set up with reference documents and instructions
- A habit of asking for the source passage and checking it
- A short list of tasks each person will try in the following week

Half-day agenda

1. **What Claude is good at, and where it slips:** Strong on reading, drafting, restructuring and explaining. Weaker on fresh facts, arithmetic it was not asked to show, and anything it has to guess. We test both sides on made-up examples shaped like the group's work.
2. **A prompt that carries context:** Say who the reader is, attach or paste the source, name the format, and give one example of good output. Then compare the result with the vague version of the same request.
3. **Files, PDFs and long reports:** Upload a long document and ask targeted questions. Ask Claude to quote the clause or page behind each answer, then open the source and check two of them by hand.
4. **Projects for repeat work:** Create a Project, add reference files to its knowledge, and write project instructions for tone and audience. Chats inside the Project start with that context already loaded.
5. **Artifacts:** Turn an answer into something you can hand over: a formatted document, a comparison table, a simple diagram or a small interactive checklist. Edit it in place and see how private and published artifacts differ.
6. **Memory, incognito chats and what not to paste:** How memory carries context between chats, how each Project keeps its own, and when to use an incognito chat. We finish with your organisation's rules on personal and client information.

Data, licences and security

- Practice uses made-up examples by default. Your own material comes in only if you choose and your settings allow it. We supply the made-up practice material.
- Staff use the Claude accounts your business approves. Claude Team suits most small and medium teams. It has shared Projects, admin controls, and business terms that keep your data out of model training by default. Sole traders can start on Pro.

Workshop terms

Duration	Half a day
After the session	After the session we send the prompt sheet, the checking steps and the Project instructions the group wrote, so people can keep going on their own work the next morning.
In the quote	Course scope, venue, exact hours and breaks, any additional support, travel and cancellation terms.

Who runs it

Run by co-founders Adam Holt (New Zealand’s first Claude Ambassador) and Simon Conroy (senior roles at Air New Zealand, Spark, Flight Centre and Qrious, and runs the analytics agency Decisive). Independent training by thecolab.ai. Not affiliated with Anthropic.

Next step

Send an enquiry at https://claudetraining.co.nz/contact/. We reply by email with a suggested plan, then an itemised quote you can forward. Nothing to pay until you accept it.

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