

Working Smarter with Claude AI

Practical Skills for Modern Professionals

LEARNING INVESTMENT

**Rs.
15,000**

Exclusive of tax · Per participant

DATE	MAY 20, 2026
TIME	10:00 AM - 4:00 PM
MODE	OLINE (LIVE)
LEVEL	ALL LEVELS

Programme Objective

AI is already here. Are you using it?

Artificial intelligence is no longer a technology of the future – it is a practical, accessible tool already changing how professionals work across every industry. Claude AI stands out for its ability to reason carefully, handle complex documents, produce high-quality writing, and assist with nuanced professional tasks.

Participants will use AI, work with it on real workplace tasks, and build tools they will take back to their desks the very next day.



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Learning Outcomes

What you'll leave with

- 01 Expert-Level Results, Every Time**
Communicate with Claude in a structured way that produces high-quality, usable outputs consistently.
- 02 Your Own Workplace Tools**
Build interactive calculators, checklists and trackers — zero coding or technical knowledge required.
- 03 Safe, Confident AI Use**
Apply AI professionally with a clear understanding of data security, confidentiality, and responsible AI practice.
- 04 A Personal AI Toolkit**
Leave with 20+ role-specific instructions, a working app you built, and the skills to keep building.



Programme Modules

Six focused sessions

- 01 Artificial Intelligence in the Workplace**
Leverage the Opportunity
- 02 Getting Expert Results from Claude AI, Every Time**
Prompting for professionals
- 03 Your Workday, Transformed with Claude**
Real-task applications across roles
- 04 Build It Yourself: Your Own Tools with Claude**
No code needed
- 05 Your Personal AI Toolkit: Take It to Work Tomorrow**
20+ role-specific instructions + working app
- 06 Taking AI Further**
Claude Cowork, Design and Computer Use



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Working Smarter with **Claude AI**

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Your Trainer

Irum Khan

AI Governance Expert · Corporate Trainer
Learning Experience Designer

Certified: Responsible AI

Certified: Generative AI

Business & Data Analytics

Irum Khan specializes in the effective use of AI tools across professional environments. She designs and delivers capacity-building programs for **government, corporate, and development sector organizations**, enabling responsible AI adoption, improved productivity, and integration of AI into workflows with strong governance and ethical oversight.

She is a **PhD researcher in AI Policy and Governance** and holds international certifications in Responsible AI, Generative AI, Business, and Data Analytics. Irum advocates AI literacy, promoting informed, ethical, and impactful use of AI while helping organizations build sustainable digital learning ecosystems.

Secure your seat today.

Places are limited. Nominate your team members now and invest in the skills that will define the modern professional.

Skill Level

The programme requires no technical background and no prior experience with AI. Everything covered runs on a free Claude AI account, making it immediately accessible to every participant from day one.

TRAINING MANAGER:

MR. OBAID AHMED



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