Working with AI Agents Using Claude Cowork

ANI_119d | On-Demand | Automation and Insights | Express
Course Duration: 1 hour

Claude Cowork helps employees go beyond AI conversations and begin working with AI-powered workflows and agents. In this course, you'll learn how Claude Cowork differs from Claude Chat and Claude Code, when it is the right tool for the job, and how to use it to execute multi-step tasks across files and information sources. Through practical workplace examples, you'll learn how to design no-code AI agents, automate recurring work, and apply responsible human oversight while working alongside AI.

Intended Audience

Non technical professionals across industries and roles.

Objectives

After completing this course, the learner will be able to:

- Differentiate between Claude Chat, Claude Cowork, and Claude Code
- Recognize workplace scenarios using Claude Cowork
- Design effective Claude Cowork workflows using clear outcomes
- Apply Claude Cowork to common business activities such as research, analysis, etc.
- Create simple no-code AI agents for recurring business processes
- Apply responsible AI practices when using Claude Cowork

Outline

1. What is Claude Cowork?
1.1 Meet your digital Coworker
1.2 Claude Chat vs. Cowork vs. Code
1.3 When should you use Cowork?
1.4 Granting Access

2. Claude Cowork at work
2.1 Files become Fuel
2.2 Thinking in Workflows
2.3 Understanding Autonomous Work
2.4 Controlling how Claude Acts

3. Business Use Cases for Claude Cowork
3.1 Research Assistant Agent
3.2 Document and File Agent
3.3 Reporting and Analysis Agent

4. Building No-Code AI Agents
4.1 What is a no-code Agent?
4.2 Designing your first Agent
4.3 Connecting Cowork to your Apps
4.4 Responsible use of Claude Cowork

Summary & Key Takeaways
Putting it All Together

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