

Intro to Claude Cowork

May 6, 2026



What tasks do you want to get done in Cowork?

A

Research & analysis

B

Writing & editing docs

C

Data wrangling in spreadsheets

D

Creating materials and PDFs

Win free
mentorship
for your
team!

Thank you to our sponsor



Who we are



Daf Dent



Tom Riordan



We power people through hands-on AI training that changes how teams work.



You're involved too!



Use the mic



Use the chat



Get hands-on





What is The Power Up?

**One skill. One tool.
Every month.**

A free 30-minute live session where you learn one practical AI skill you can use the next day.

No theory. No fluff. Just a live demo, hands-on practice, and a skill you'll actually use.

30 min

Free

Monthly

Hands-on





Today's session

Two things we'll cover in 30 minutes.

1

What makes Cowork different

How Claude Cowork shifts AI from a chat partner to an autonomous agent that can read, write, and run multi-step work on your machine.

2

Get setup for success!

The setup choices that make Cowork sing - Instructions, projects, skills etc



WHY CLAUDE COWORK?



Why Claude Cowork?

It's ability to do real work



Long horizon tasks

Spins up sub-agents to multitask, and runs an agent loop — acts, observes, adjusts, and acts again, looping as many times as needed.



Local file access

Reads and writes files on your computer directly. Can achieve greater scale than the cloud, and reference files in a more powerful way.



Connectors & Chrome

Plugs into the apps you live in — and drives a real Chrome browser. Can take meaningful actions on your behalf.

In short: chat tools think with you. Cowork *does* the work — across hours, apps, and agents.



A quick example





**Is anyone building assets today
in Cowork?**





4 elements of a great Cowork setup

The building blocks of a useful Cowork workspace.

1

Connectors

Plug in the apps you live in
— Drive, Slack, calendar
— so Claude has real context.

2

Instructions

Tell Claude how you work
— your role, tools, voice,
and what 'done' looks like.

3

Projects

A folder Claude can read from and write to, and collect memories — the workspace where the actual work happens.

4

Skills

Reusable playbooks Claude can follow — turn one-off prompts into repeatable workflows.



Let's get hands-on!





Recap: 4 elements of a great Cowork setup

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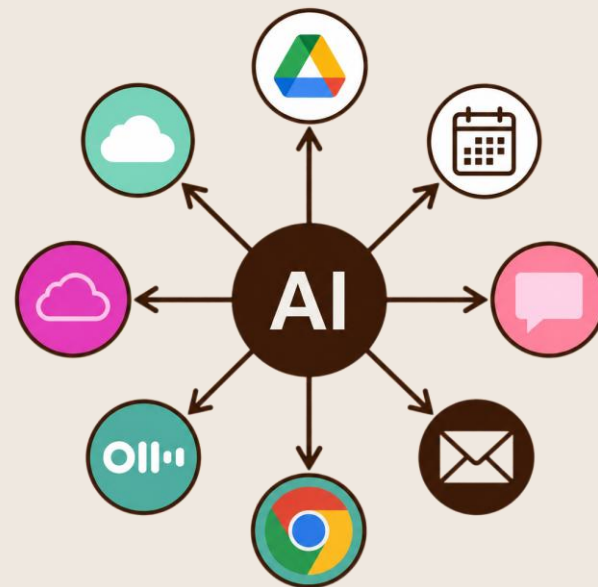
AI Connectors: Unlock the Power of Your Apps

Stop copy-pasting between AI and everything else. Connect your AI chat to email, calendar, Slack, and more — so one ask gets the work done across your tools.

WHEN

Wednesday, June 3rd

9am PT · 12noon ET · 5pm UK



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Hands-on AI training that changes how teams work.



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avg. confidence lift
in using AI

"WordPower has been instrumental in transforming our business."

— Sean Sweeney, CEO at First Position Digital

EXAMPLE TOPICS

1

AI Fundamentals

Foundations every team needs — what AI does well, where it fails, how to use it safely.

2

Prompting Excellence

Move beyond Q&A. Get reliable, repeatable, on-brand outputs every time.

3

Workflows

Bake AI into the processes your team already runs — without adding overhead.

4

Writing with AI

Speed up drafting, summarising, and editing while keeping your team's voice.

5

Building Skills

Create reusable Claude skills that codify how your team gets things done.

6

Building Agents

Stand up agents that complete multi-step work autonomously.



Thank you

