

Claude Cowork Fundamentals

Working alongside autonomous AI agents to get more done

Class Summary:

AI is moving beyond chatbots into autonomous agents that can research, communicate, and carry out tasks on their own. This class introduces Claude Cowork and how to use AI agents responsibly and effectively at work and at home. Participants will learn what sets agents apart from traditional AI tools, where they create real value, and how to keep the right human oversight in place. You will leave with more confidence and a clear framework for evaluating where AI agents fit into your own work and organization.

Topics

- Introduction to Claude Cowork and how AI agents differ from traditional AI tools
- Business and personal use cases for AI agents with real-world examples
- Human oversight, governance, and responsible AI use, including when to use AI vs. not
- Risks, limitations, and accountability considerations
- Common misconceptions, future opportunities, and trends in autonomous AI

Learning Outcomes:

- Understand what autonomous AI agents are and how they differ from traditional AI tools
- Identify practical ways AI agents can support personal and professional workflows
- Recognize the benefits, risks, and limitations of working with AI agents
- Apply responsible AI practice while maintaining appropriate human oversight

Prerequisites:

- The [Introduction to AI](#) class is the recommended prerequisite, as it is the AI Academy's starting point for beginners. It introduces the most popular AI systems (ChatGPT, Gemini, Claude) and the basics of artificial intelligence. This training is specific to Claude Cowork.
- Bring a computer, phone, or tablet. It is recommended to install [Claude](#) on your device.

About your presenter:

Kyle Dalton is a Training & Process Enablement Specialist with [Arvaya AI Consulting Solutions](#). Kyle specializes in helping organizations adopt AI and technology solutions through practical training, process improvement, and workflow optimization. His approach focuses on real-world business applications that help teams work more efficiently and confidently adopt emerging technologies while maintaining appropriate human oversight. Connect with Kyle on [LinkedIn](#).

Vitals:

Cost:	\$30.00	Difficulty:	Intermediate
Class time:	11:00am-1:00pm	Computer:	Recommended
Class length:	2.0 hours	Scholarships:	N/A
Class size:	30 persons		

Location: 4 Conroy Street, Suite A, Charleston, SC 29403 | Parking: Charleston Tech Center Garage