

CLI · Batch 1

Claude for Professionals & Business: From Prompting Fundamentals to Building Ready-to-Use Artifacts, Decks, and Reports

From Prompting Fundamentals to Artifacts, Decks and Ready-to-Send Reports

4 · Live Online via Zoom · 29 Aug 2026 – 30 Aug 2026

Executive Summary

A hands-on 2-session class for professionals and teams who want to master Claude.ai from scratch: from writing effective prompts to building artifacts, presentation decks, and ready-to-send reports. A blend of concepts and live practice so you can put AI to work in your daily job right away.

Program Name	Claude for Professionals & Business: From Prompting Fundamentals to Building Ready-to-Use Artifacts, Decks, and Reports
Program Code	CLI · Batch 1
Duration	4
Dates	29 Aug 2026 – 30 Aug 2026
Format & Platform	Live Online via Zoom
Instructor	Sultan Aulia
Language	English
Certificate	Taalenta e-Certificate (per package)

Why Join

1. Immediately useful at work

The focus is not AI theory but using Claude.ai for real output: artifacts, presentation decks, and reports that professionals and teams need every day.

2. Start from zero, no technical background

Built step by step from basic prompting, so it fits anyone using Claude seriously for work for the first time.

3. Learn by doing

The second session is fully hands-on with Claude.ai, not just a demo, so you can apply everything yourself right after class.

4. Taught in English, open worldwide

An English-medium class you can join from anywhere, with checkout pricing shown in your local currency.

Course Outline

1. Processing Data and Making Decisions with Claude

- Claude fundamentals and business prompting: context, objectives, data, constraints, and output format.
- Processing business documents: read, summarize, compare, and draft.
- Excel data analysis with Claude: clean data, build formulas, and spot trends and inconsistencies.
- Turning data into business insights: key findings, simple visualizations, and executive summaries.

2. Building Systems and Workflows with Claude

- Building a business assistant with Claude Projects: SOPs, templates, style, and quality standards.
- Designing AI-powered workflows from input and drafting to review and final output.
- Building no-code business tools with Claude Artifacts: calculators, report generators, checklists, and dashboards.
- Running workflows with quality control: combine documents, Excel, Projects, and Artifacts, with human review.

Instructor Profile

Sultan Aulia

AI Enablement and Corporate Training Specialist

Sultan Aulia is a multidisciplinary professional with experience across copywriting, library management, strategic learning, and corporate training. He is known as a change agent who champions the use of AI technology to address modern communication and learning challenges. His expertise spans AI-driven communication strategy, transformative learning innovation, library optimization, results-focused copywriting, and the development of corporate training programs. Sultan is also a trusted strategic partner in designing innovative, technology-based solutions that drive organizational growth and success.

Program Investment

Packages available for this program:

Elite \$ 29 \$ 19 per participant	Supreme \$ 39 \$ 25 per participant
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Schedule & Sessions

Session 1 29 Aug 2026 10:00 – 12:00 WIB	Processing Data and Making Decisions with Claude - Claude Fundamentals and Business Prompting: Understand how Claude works and learn to create clear instructions based on context, objectives, data, constraints, and the required output format. - Processing Business Documents and Information: Use Claude to read documents, summarize information, compare data, identify key points, and prepare work drafts. - Excel Data Analysis with Claude: Use Claude to understand tables, clean data, create or improve formulas, identify trends, and detect inconsistencies in data. - Turning Data into Business Insights: Transform Excel data into key findings, simple visualizations, actionable recommendations, and executive summaries for business owners or managers.
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Session 2

30 Aug 2026

10:00 – 12:00 WIB

Building Systems and Workflows with Claude

- Building a Business Assistant with Claude Projects: Create an assistant that understands your business profile, SOPs, templates, reference data, communication style, and work quality standards. - Designing AI-Powered Workflows: Map repetitive tasks from input, analysis, and drafting to review, approval, and final output. - Building Business Tools with Claude Artifacts: Create no-code tools such as business calculators, idea evaluators, report generators, lead scoring tools, checklists, or simple dashboards. - Running Workflows and Quality Control: Combine documents, Excel, Projects, and Artifacts into a single workflow while ensuring that Claude's outputs are accurate, secure, and still subject to human review.

Requirements

- Internet connection
- Zoom meeting
- Laptop
- Claude.ai account, it is recommended to activate Claude Pro on your account to get the most out of it

Registration

Register on the program page:

taalenta.id/en/cli

Or scan the QR to open it directly.



Contact

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