



THE CRAIG WEISS
GROUP

A HANDS-ON WORKBOOK • BRAND NEW TO CLAUDE? START HERE

The Claude Training Workbook

Learn Claude, prompts, and Artifacts — step by step, hands-on, no faking it. Grab a pen. You're writing in this one, not just reading it.

INSIDE: Getting to know Claude • Writing good prompts • Understanding Artifacts • Build your first artifact • A one-page cheat sheet

How This Workbook Works

Three kinds of boxes you'll see on every page

This isn't something you read and shelve. It's something you do. Each module has a short lesson, then two hands-on exercises. There's no wrong way to fill these in — the point is getting your hands on Claude, not turning in a perfect answer. Nobody's grading this.

🔪 PRACTICE SCENARIO

A small task to try inside Claude, right now. Not later. Do it before you flip the page — this is where the actual learning happens, not in the reading.

💠 DEEP THINKING

A short question tying what you just learned back to your actual job. Write the honest answer, not the impressive one. Nobody's grading this either.

Last page in this thing is a one-page **Cheat Sheet**. Keep it around after you're done — so you're not flipping back through the whole workbook just to remember how something works.

MODULE 1 — Getting to Know Claude

A hands-on Claude training workbook

Claude's an AI assistant. You talk to it like a person — plain English, not code. This module's everything you need before you touch anything else. Don't skip it just because it looks basic. It is basic. That's the point.

1

Open Claude

Go to claude.ai, the desktop app, whatever. You'll see a blank message box. That's the whole interface. That's it.

2

Start a conversation

Type a question or a task, plain English, and hit send. Same as texting a coworker who actually knows what they're doing.

3

Read the reply and keep going

Claude answers right there. Keep talking — it remembers what you said two messages ago. You don't have to repeat yourself.

4

Learn four words you'll see everywhere

Four words, and you're basically fluent. **Prompt** = what you type. **Chat** = the conversation. **Artifact** = something Claude builds that opens in its own window. **Project** = a saved workspace for stuff you come back to.

PRACTICE SCENARIO

Open a new chat. Type: *"Explain what an AI assistant is, in two simple sentences."* Write down what it said — in your own words, not a copy-paste.

DEEP THINKING

Think about your job. What's one task you do every single week that you could just... hand off? Write it down. Note why it'd actually help, not just why it sounds nice.

MODULE 2 — Writing Good Prompts

A hands-on Claude training workbook

A prompt is just your instructions. That's all it's ever been. The clearer you are about what you want, the faster and better you get it back — here's a formula so you're not starting from nothing.

THE FORMULA: WHO it's for + WHAT you want + FORMAT you need = a strong prompt

1

Say what you want

Start with the action. "Write." "Summarize." "Explain." "Create." "Compare." Pick one and lead with it.

2

Say who it's for

Audience changes everything. "For new hires" and "for executives" are two completely different documents, even on the same topic.

3

Say the format

Length, structure — a paragraph, bullets, a table, an exact number of items. Say it. Don't make Claude guess.

4

Iterate instead of restarting

Not quite right? Say what to change. Claude keeps everything else. You don't start over just because one sentence is off.

🔪 PRACTICE SCENARIO

Write a weak, vague prompt — the kind you'd normally type without thinking ("*help me with training*" — sound familiar?). Now rewrite it using the formula above. Try both in Claude. Watch the difference.

💠 DEEP THINKING

What's a task you've been avoiding because it's a pain to explain? Write a rough first-draft prompt for it below. Doesn't have to be perfect. You can fix it later.

MODULE 3 — Understanding Artifacts

A hands-on Claude training workbook

Ask Claude for something buildable — a quiz, a checklist, a diagram, a tracker — and it can open as an Artifact. A live version. Something you can actually look at, test, and keep poking at instead of just reading.

1

Ask for something buildable

Quizzes, checklists, diagrams, trackers, slide decks, documents. All fair game.

2

Watch it open in its own window

Shows up next to the chat, separate from the conversation. You'll know it when you see it.

3

Review it and ask for changes

Say what to fix, in plain English. Claude updates it. You don't rebuild from zero.

4

Download or share it

Once it's right, ask how to save or export it. Somebody else is going to need this eventually.

PRACTICE SCENARIO

Ask Claude to build a simple 5-item checklist for something you do all the time. Write down what you typed — and one change you asked for after.

DEEP THINKING

What's one artifact — a quiz, a tracker, a diagram, whatever — that would actually save your team real time? Not hypothetically. Describe it.

MODULE 4 — Build Your First Real Artifact

A hands-on Claude training workbook

Time to put Modules 1 through 3 together. Use something real from your actual job. Not a made-up example. The real thing.

1

Start a new conversation

Open Claude. Fresh chat.

2

Describe what you're building and why

Name the purpose. Name the audience.

“ WHAT TO TYPE

Create a 5-step onboarding checklist for new hires on my team.

3

Give the content, or ask Claude to suggest it

Know what should be in it? List it. Don't know? Ask Claude to propose something.

4

Wait for it to appear

Shows up next to the conversation. Under a minute, usually.

5

Test it and ask for at least one change

Try it yourself first. Then say one thing to fix.

“ WHAT TO TYPE

Add a spot to check off each item as it's completed.

6

Save or share it

Ask how to download or share it. You're done.

🔗 TRY IT NOW

Pick something real. A checklist, a quiz, a tracker you actually need — not a hypothetical. Write the topic below. Then go build it.

💡 DEEP THINKING

Now that you built something real — what would you do differently next time? The prompt? The artifact itself? Be honest.

Cheat Sheet

Keep this page handy — everything else in one place

VOCABULARY

Prompt — what you type to Claude.

Chat — a single conversation thread.

Artifact — a buildable thing Claude opens in its own window (quiz, doc, chart, tracker).

Project — a saved workspace for recurring work, with its own files and instructions.

THE PROMPT FORMULA

WHO it's for

+ **WHAT** you want

+ **FORMAT** you need

= a strong prompt

Then **iterate**: say what to change instead of starting over.

THE 4-STEP LOOP FOR ANYTHING YOU BUILD

1. Describe it, plain English → **2. Review it** when it shows up → **3. Refine it** — say what to change → **4. Save it**.
That's the whole loop. Every artifact, same four steps.

PHRASES WORTH REUSING

- "Ask me clarifying questions before you start."
- "Make this shorter / simpler / more formal."
- "Base this on the document I'm uploading."
- "Turn this into a [quiz / checklist / diagram / slide deck]."
- "Explain your reasoning before you build it."

ARTIFACT STARTERS

- **Quiz**: "Create a quiz on [topic] with [N] questions."
- **Diagram**: "Create a flowchart showing [process]."
- **Quadrant**: "Create a 2x2 chart with [X-axis] and [Y-axis]."
- **Checklist**: "Create a checklist for [task/purpose]."