

Claude training for business teams.

Teams handling document-heavy work: policies, contracts, research, proposals and long internal reports.

Half-day workshop	3.5 hours, 6 to 16 people, from USD 4,500
Full-day workshop	6.5 hours, 6 to 16 people, from USD 7,500
Department program	4 to 6 weeks, several workflows, from USD 18,000

Prices in USD. Remote or onsite, worldwide. Licences, taxes and travel are quoted separately.

What your team will be able to do

- Work from the source document and show where each conclusion came from.
- Keep reusable context in shared Projects instead of pasting it every time.
- Produce reviewable artifacts, such as tables and briefs, with uncertainty stated.

What the session covers.

01	**Version comparison**	Compare two policy versions and list every change with its source.
02	**Shared Project**	Build a Project with approved reference files and instructions the team can reuse.
03	**Artifact review**	Produce a decision table as an artifact and check each row against the documents.
04	**Long-document questions**	Ask focused questions of a long file and record what remains uncertain.

Before the session

- Claude Team or Enterprise accounts, or another plan your administrator approves.
- Confirmation of whether Projects, connectors, Skills or Cowork are enabled.
- A sanitised document pack chosen by the information owner. No coding needed.

What you leave with

- Source-linked summary template
- Project instruction set
- Decision brief template
- Verification checklist for long documents

How it runs

- Prepare: agree roles, tool access, safe material and the expected output.
- Practise: work a realistic task, check it and revise it.
- Apply: choose a bounded workplace trial with a named reviewer.
- Review: assess quality and independence before expanding use.

Questions buyers ask.

Is this the same as Claude Code training?

No. This page covers Claude for business document work and team workflows. Claude Code training for developers is a separate Paloren program.

Can we build shared Projects?

We can teach and help design shared Projects where your plan and permissions support them. The information owner approves the content and who can access it.

Will Claude find every detail in a long document?

No. Participants learn source checking, focused questions and uncertainty handling. Important conclusions still require review against the original material.

Tell us the task your team should do better.

We reply with a recommended format, a draft agenda and a quote for your team.

Discuss training for your team

paloren.ai/training/claude