

A real enquiry for Claude training, answered *point by point*

A Saudi corporate group asked for a customised Claude AI programme for its executives and its team players. Here is every question they asked, whether I can deliver it, and how. Company names are left out on purpose.

2

GROUPS:
EXECUTIVES AND
TEAM PLAYERS

16

TOPICS ASKED, 16
YES

8 h

TEACHING, PRAYER
TIMES EXCLUDED

1

DAY, IN ENGLISH
WITH ARABIC
SUBTITLES

What they *asked for*

The enquiry came from the learning and development team of a group in Saudi Arabia. In short:

Group 1 • Executives, directors to C-level

- AI in management and decision-making
- AI-assisted management reporting
- Management productivity
- Claude in leadership and oversight

Group 2 • Team players

- Briefing, Skills, Projects, advanced prompting
- Verifying outputs and safe use
- Department labs and choosing the right tool
- Cowork, scheduled tasks, usage limits, migration

They also want

- Hands-on workshops on business scenarios
- Cheat sheets, prompt templates, reference packs
- One final implementation project on a real process
- Trainer profile, agenda, duration, availability
- Online or onsite options
- Quotation, sent separately with the proposal

Out of scope, by their choice

API integration and Claude Code training are not needed at this stage. Agreed.

My short answer: yes to all 16 topics and all 6 requirements.

Group 1 • *Executives*

Their question, then my answer. Each item is a live lab where a director works on a real decision or report, never a demo.

L1 AI usage in management and decision-making

YES

Each director brings one live decision. Claude writes the options memo, lists the risks, runs a pre-mortem ("it is a year later and this failed, why?") and argues the opposite side. The director decides. Claude never does.

Output: a one-page decision template they keep using after the course.

[Why AI for leaders](https://azizsaif.com/blog/why-ai-for-leaders/) (azizsaif.com/blog/why-ai-for-leaders/)

[AI case study](https://azizsaif.com/ai-case-study/) (azizsaif.com/ai-case-study/)

L2 AI-assisted reporting and management reporting

YES

We take a raw Excel or ERP export and turn it into a monthly management pack: KPIs, variance against budget, commentary in plain English and a one-slide summary for the board. I build these packs every month for my own and client businesses, including a 10-store retail chain and a trading company.

[Dashboard in 3 minutes](https://azizsaif.com/blog/claude-dashboard-in-3-minutes/) (azizsaif.com/blog/claude-dashboard-in-3-minutes/)

[Case studies](https://azizsaif.com/case-studies/) (azizsaif.com/case-studies/)

L3 Improving management productivity and efficiency

YES

Inbox triage, meeting notes to action lists, one-to-one prep, policy and circular drafting, and reading long contracts or reports in minutes. Each leader logs time before and after for one week, so the gain is measured, not guessed.

[99 Claude commands](https://azizsaif.com/blog/99-claude-commands/) (azizsaif.com/blog/99-claude-commands/)

[17 universal prompts](https://azizsaif.com/blog/17-universal-ai-prompts-2026/) (azizsaif.com/blog/17-universal-ai-prompts-2026/)

L4 Practical applications of Claude in leadership and oversight

YES

How to review what your team produced with AI, which work needs a human sign-off, a one-page AI use policy, and three adoption KPIs (active users, hours saved, processes changed). Leaders also judge the staff final projects on showcase day.

[29 AI workflows](https://azizsaif.com/workflows/) (azizsaif.com/workflows/)

Group 2 • *Team players*

All 12 topics, in their order. Every topic ends with a short exercise on the participant's own work.

S1 Briefing Claude: context, task, format and constraints

YES

A four-box brief card. Weak prompt in, rewrite with the four boxes, compare the two answers side by side. Everyone leaves with the card laminated.

[17 universal prompts](https://azizsaif.com/blog/17-universal-ai-prompts-2026/) (azizsaif.com/blog/17-universal-ai-prompts-2026/)

S2 Skills: teaching Claude your method

YES

I run more than ten custom Skills every day: letterhead, monthly reports, email signature, feasibility studies. Staff write one Skill for a task their team repeats, such as a purchase order format or an HR letter.

[Skills field guide](https://azizsaif.com/claude-skills/) (azizsaif.com/claude-skills/)

[10 Claude Skills](https://azizsaif.com/blog/10-claude-skills/) (azizsaif.com/blog/10-claude-skills/)

S3 Projects: setting context once

YES

One Project per department with its SOPs, glossary, templates and tone. Then nobody pastes the same background twice. We build the first department Project live in class.

S4 Advanced prompting: examples, clarifying questions and self-critique

YES

Give two good examples. Ask Claude to put three questions to you before it starts. Make it grade its own draft against your checklist and fix the gaps. Three habits, practised on real files.

S5 Verifying outputs: sources, assumptions and checks

YES

My own rule on every report: each figure is calculated from the source file and totals tie back, never typed in. Staff learn to ask for sources, an assumption list and a check table, then reconcile one sample.

[Free reconciliation tool](https://azizsaif.com/bank-reconciliation/) (azizsaif.com/bank-reconciliation/)

S6 Safe use: data classification and the enterprise account

YES

Four data classes (public, internal, confidential, restricted) and what each may go into. On Team and Enterprise plans Anthropic does not train on your business data by default, admins control access, and Enterprise adds SSO and audit logs. Personal accounts are for nothing confidential.

S7 Department labs: one real task per team

YES

HR screens CVs, procurement compares supplier quotations, finance reconciles a statement, sales drafts follow-ups, operations writes an SOP. I have built free tools for the first three, so teams see a finished version.

[CV sorter](https://azizsaif.com/cvfast/) (azizsaif.com/cvfast/)

[Quotation compare](https://azizsaif.com/quotations/) (azizsaif.com/quotations/)

[HR workflow](https://azizsaif.com/ai-workflow-hr/) (azizsaif.com/ai-workflow-hr/)

S8 Choosing the right tool: rules, AI or hybrid

YES

Fixed logic goes to rules or Excel. Judgement on text goes to AI. Most real work is hybrid. Example from 30 years of inventory control: the reorder point is a rule, the supplier email chasing the order is AI.

S9 Multi-step work in Cowork: Excel to report to presentation

YES

One file, one run: sales Excel in, written report out, then a 6-slide deck. Staff run the full chain in Cowork on their own data.

[Cowork fundamentals](https://azizsaif.com/blog/claude-cowork-fundamentals/) (azizsaif.com/blog/claude-cowork-fundamentals/)

S10**Scheduled tasks and recurring reports****YES**

I run daily 8 AM news briefs, weekly SEO reports and monthly account packs on schedules. Staff set up one weekly report that arrives without anyone asking.

[29 AI workflows](#) (azizsaif.com/workflows/)

S11**Usage and limits: model choice and efficiency****YES**

Haiku for quick sorting, Sonnet for most daily work, Opus for hard reasoning. Start new chats for new topics, use Projects instead of pasting, and know where the usage limits sit on your plan.

[AI model pricing 2026](#) (azizsaif.com/blog/ai-model-pricing-2026/)

S12**Migration plan: personal to enterprise account****YES**

A 30-day plan. List who uses personal accounts for work. Export the chats and Projects worth keeping. Rebuild them as shared Projects and Skills in the company account. Then stop work data going into personal accounts, with a signed policy.

Training requirements

Their six requirements, answered.

- R1

Hands-on workshops using practical business scenarios

YES

About 70% of class time is hands-on. Participants bring their own anonymised files. Every module ends with a task done on a laptop.
- R2

Cheat sheets, prompt templates and reference materials

YES

One A4 cheat sheet per module, a prompt library by department, the brief card, starter Skill files and a safe-use one-pager. Included for every participant.
[Sample trainer deck](#) (azizsaif.com/ai-learning-class/)
- R3

A final implementation project on a real business process

YES

Each department team picks one process, rebuilds it with Claude and measures time before and after. They present it to Group 1 on showcase day. The best one becomes the first company Skill.
- R4

Trainer profile, agenda, duration and availability

YES

See tab 5 for the agenda and tab 7 for the trainer. Dates to suit you, Sunday to Thursday.
- R5

Online or onsite delivery

YES

Both. Online by Zoom or Teams, or onsite in Saudi Arabia or the UAE. Hotel stay and travel are arranged by your team. Sessions are in English with Arabic subtitles, and the trainer speaks English.
[AI training in Saudi Arabia](#) (azizsaif.com/ai-training-saudi-arabia/)
[Eastern Province](#) (azizsaif.com/ai-training-dammam/)
- R6

API integration and Claude Code training not required

AGREED

Left out of scope, as you asked.

Agenda and duration

One day, 8 teaching hours, prayer times excluded. Delivered in English with Arabic subtitles. The split can change to suit you.

BLOCK	GROUP	TOPICS	HOURS
Claude for executives	Group 1	L1 decisions · L2 reporting · L3 productivity · L4 oversight · final project	3
Claude for team players	Group 2	S1 to S12 · department labs · final project	5
Total	Both		8

Claude *subscription*

Your team buys the Claude subscription directly from Anthropic and activates it before the session. Claude Code is not needed.

My recommendation

Team Standard for everyone. It covers Projects, Skills, Cowork and admin controls, and your data is not used for training by default. Move to Enterprise if IT needs SSO and audit logs.

Questions I expect

- **Do trainees need seats before the session?** Yes. Activate them a week before, so the migration topic is done on the real account.
- **Can we start smaller?** Yes. Seats can be added month by month.
- **Premium seats?** Only for people who will write code. Not needed now.

Trainer *profile*

Aziz Saif · Dubai

- 39 years running retail, franchise and trading businesses in the Gulf
- 30 years as VP Operations and head of inventory control for a 35-store chain across 5 countries
- Master franchise development in Saudi Arabia, 2019 to 2024, 15 mall stores
- AI automation consultant since 2023: 40+ workflows automated, 30 websites live
- Runs his own accounts, reports and outreach on Claude every day

Why this matters to your team

I teach from a manager's desk, not a lab. Every example is something I run in a real business: monthly packs, supplier reconciliations, stock reports. Your leaders get someone who has sat in their chair.

Availability: dates to suit you, Sunday to Thursday. **Language:** English, with Arabic subtitles.

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Prepared by Aziz Saif, drafted with Claude. Based on a real enquiry received 20 Oct 2026, published with all company and personal names removed. [AI training in Saudi Arabia](#) · [AI training class](#) · [Blog](#)