Digital and artificial intelligence

Claude Skills and Specialised Assistants

One day to turn your recurring know-how into specialised assistants. Participants learn to write a skill for Claude, the AI assistant from Anthropic: instructions, templates, examples and resources grouped so that the same job — an audit report, a technical sheet, a reply to a customer questionnaire — is produced each time to your rules. The method also applies to the custom assistants of other tools.

Duration : 1 day

Objectives

1. Explain what a skill for Claude is and how the assistant decides to use it
2. Identify the recurring tasks in your department that are worth turning into a specialised assistant
3. Write the instruction file of a skill: description, steps, rules, output format
4. Assemble the useful resources: templates, validated examples, internal reference documents
5. Test, correct and share a skill while respecting the company's confidentiality rules

Programme

Day 1 — morning

• General assistant, custom assistant, skill: what sets them apart

• Anatomy of a skill: a folder, a SKILL.md instruction file, a description, resources and possibly scripts

• How the assistant picks the right skill from its description

• Demonstrations: an audit report in the company format, a bilingual technical sheet, a reply to a customer questionnaire

Day 1 — afternoon (workshop)

• Choosing the task in your department to turn into a skill

• Workshop: writing the instructions, style rules and output format

• Adding validated examples and templates, trials on anonymised cases, corrections

• Sharing within the team, updates, data to exclude; knowledge test

Teaching methods

• Hands-on work: each participant builds their own skill

• Examples of skills in use in QSE and documentation roles

• Cross trials: another participant uses your skill without prior explanation

• Review grid for instructions: clarity, edge cases, exclusions

• Trainers who design and use specialised assistants in their own firm

Assessment and documents

Knowledge test at the end of the day and end-of-course survey the next day. Numbered certificate, verifiable online, for each participant; the company receives the training report and the skills built in the workshop, ready to be tried out in the department.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

Participants must already use an AI assistant every day; if not, start with “Generative AI: Understand, Master and Apply It to Your Job”. To chain several tasks and tools, see “AI Agents and Business Process Automation”.

Practical information

Duration	1 day
Audience	Regular users of AI assistants, QSE, legal, technical and sales teams who produce recurring documents
Prerequisites	Regular use of a conversational AI assistant
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Do I need to know how to code to create a skill?
No. A skill is first written in plain language: what to do, in what order, with which templates. Scripts are optional and reserved for participants who have a use for them.

What access to Claude do participants need?
Skills are not available in every plan. Before the session, we check with you the access participants have and, if necessary, adapt the exercises.

Is the method useful with other AI assistants?
Yes. Describing a task, providing templates and examples, setting an output format and testing on real cases are principles shared by the custom assistants offered by other tools.

Are our internal templates and documents protected?
Exercises are done on anonymised documents. The course specifies which resources can be placed in a shared skill and which must stay outside the tool, in line with your usage charter.