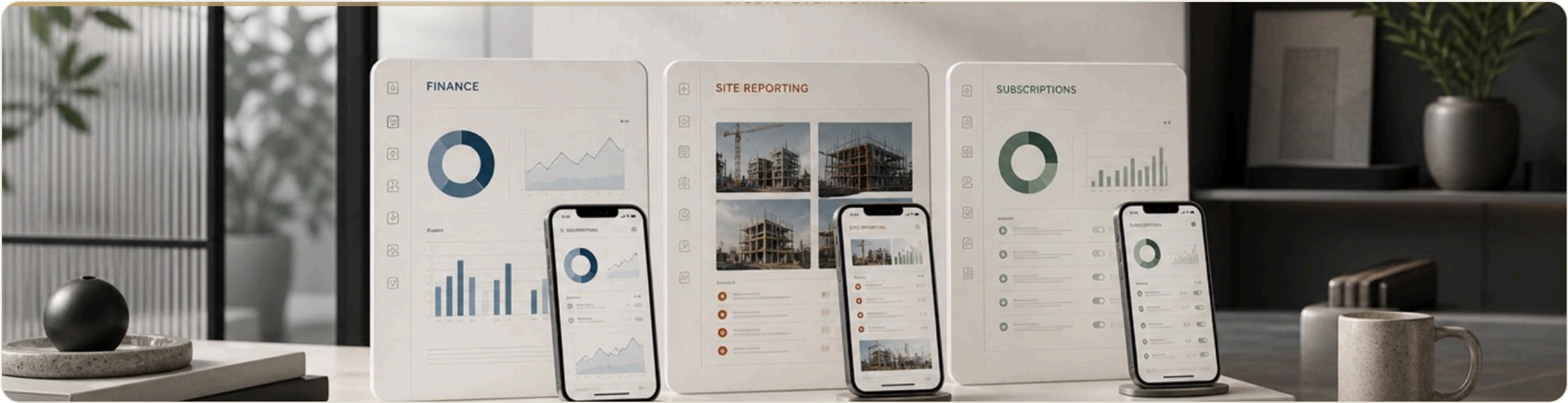


Claude, from a standing start.

We'll get you set up together. Over two sessions Claude becomes genuinely useful for your day job — the kind of tool that saves you an hour before your first coffee.



First: register. Then relax.

Scan this, give me your name, and everything in this session lands on your own pack page: the deck, the examples, the setup kit. It's already yours, so you don't need to take notes or photograph slides.



On your phone, or in the meeting chat:

training.stuartdigital.io/s1

Three fields, ten seconds. You land straight on your pack page; bookmark it and put the phone down.

Two sessions, in order.

1

Set it up

Teach Claude who you are, your company and brand, and load the toolkit of skills. One-time. After this it knows your context every time you open it.

2

Work with it

The everyday loop: a project, your documents, a plain-English ask, a finished deliverable. Reviews, minutes, briefs, letters, trackers.

We're not touching code. This is **Cowork**: Claude doing knowledge work with you, on your files, in plain English. That's the whole game for now.

Two words worth knowing.

Cowork

Claude working alongside you on real files in a folder, reading a consultant's report, writing minutes, drafting a letter. Not a chat window you copy-paste out of. It opens your documents, does the work, and hands you a finished file.

Skills

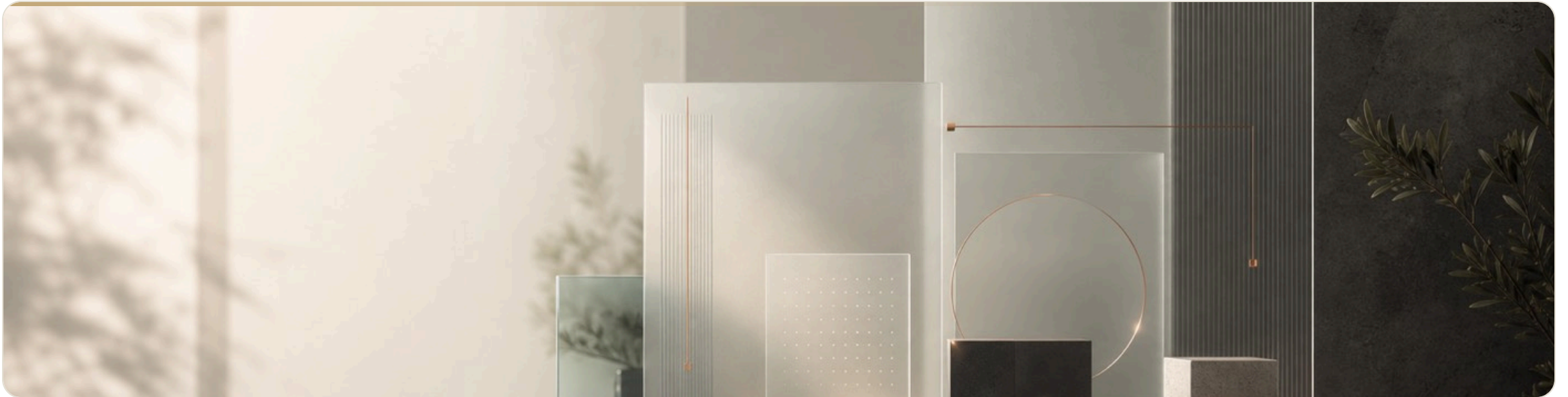
Pre-built recipes for a specific job: "executive summary", "minutes of meeting", "commercial evaluation". You don't explain how each time. You say the trigger, Claude runs the recipe, out comes a properly formatted deliverable. We load a toolkit of them in session one.

Session 1

— PART A

Set up your Claude.

Your very first Cowork project, call it "*Claude Setup*". Drop the pack in, and Claude interviews you, then builds your toolkit with you, skill by skill.



A folder, a project, a pack, a plan.

STEP 1

Your Claude folder

Make one home folder for Claude work. Every new project gets its own folder inside it.



STEP 2

New project

Start a Cowork project called "Claude Setup", pointed at that folder.



STEP 3

Drop the zip in, run it

The zip goes in as it is — no unzipping. Say **run the setup**.



STEP 4

Interview & build plan

Claude asks who you are, then proposes skills one by one — build or skip.

Set aside **30 to 60 minutes** and do it once, properly — this is where Claude learns your firm. Nothing is bulk-copied: it **builds the skills you want around your brand**, so you finish knowing exactly what's in your toolkit.

Four things, then you're live.

1

Who you are

Your role, how you like to work, how blunt you want it. Drop your CV in: Claude reads it and writes your profile so it never asks again.

2

Your company & brand

Company name, your logo, brand colours. This is what makes your spreadsheets and reports come out looking like *your* firm, not a template.

3

The skill build plan

Claude walks a recommended list, summaries, minutes, reviews, letters, trackers, bid evaluations, and asks skill by skill: build this one?

4

First-run brand prompts

The branded skills stay quiet until you first use one, then they pop up and ask for the detail they need. No huge form up front.

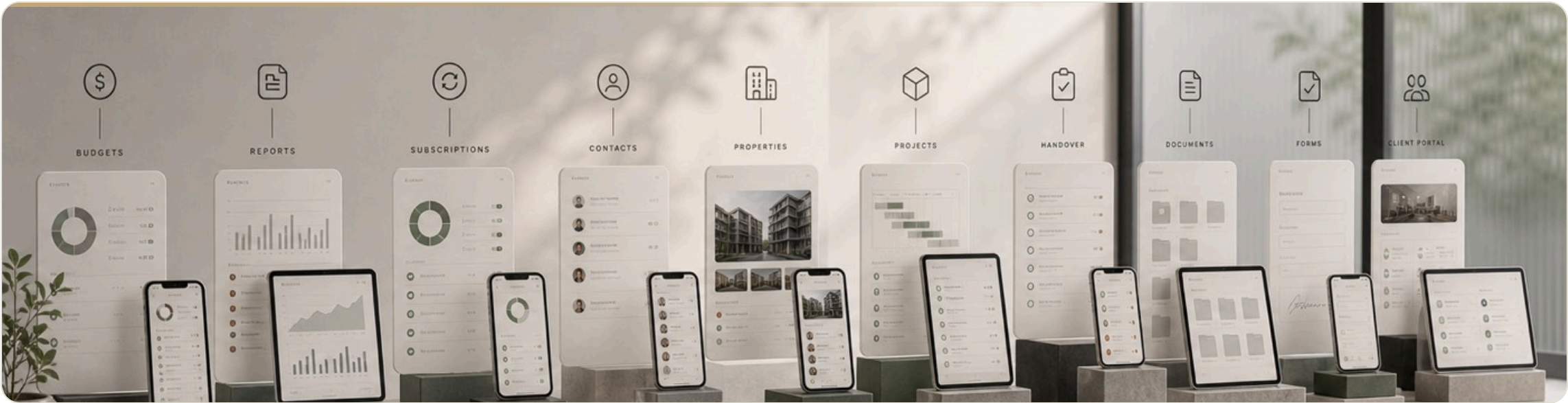
What you'll walk away with.

- **Claude knows you** : your role and context load every time, no re-explaining.
- **Your brand is baked in** : deliverables come out in your company's look.
- **A full toolkit installed** : a dozen construction skills, one trigger phrase each.
- **Nothing of mine leaks through** : your outputs are yours, clean.

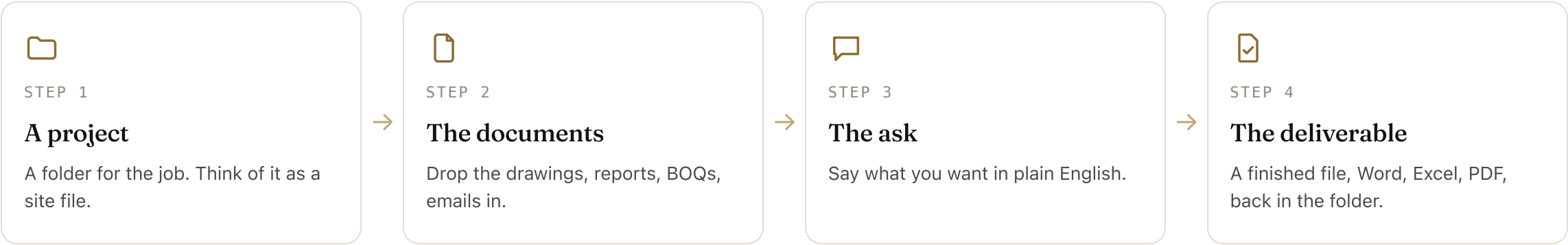
That's the boring-but-essential bit done once. Everything after is just **using** it.

Working with Cowork.

The same loop every time, whatever the task. Learn it once on a document review, and every other job is the same shape.



Project → documents → ask → deliverable.



Master this on one task and you've mastered all of them. The shape is identical whether it's a bid evaluation or a chase email.

A consultant sends you a report.

1

Drop the PDF in the folder

The report, the letter, whatever landed in your inbox. Claude reads all of it.

2

Say `review this, anything off?`

Red flags, gaps, inconsistencies, and the questions you should be putting back to them.



Then `give me an ex summary for senior management`

The same findings, now a clean one-page brief with actions, owners and dates.

Executive summary

`.docx`

Two skills, chained: `document-review` → `executive-summary`. You never named a skill. The trigger words did it.

You come out of a meeting with scribbled notes.

- 1

Paste or drop your notes in

Bullet points, a voice-note transcript, a photo of the whiteboard.
- 2

Say write up the minutes

A formatted MOM: attendees, decisions, actions.

Minutes of meeting.docx
- 3

Then what do I need to chase?

Distilled to prioritised actions and what's overdue: your pre-brief for next week.
- ✓

Then draft a chase email to the MEP consultant

Written in your voice, ready to send.

Chase email.ready to send

What each one does for you, in a real moment.

Executive summary

.docx

A 40-page consultant report lands the night before a board update.

Say **give me an ex summary for the board** → **one page:** the decision, the risks, what you're recommending.

Minutes of meeting

.docx

You've just left a two-hour progress meeting with three pages of shorthand.

Say **write up the minutes** → **a clean MOM:** attendees, decisions, and an actions table with owners.

Document review

findings

A contractor's variation claim looks high but you can't see why.

Say **review this, where's the padding?** → **red flags, gaps,** and the questions to put back to them.

Commercial evaluation

.xlsx

Four bids are in on different bases and you need a recommendation.

Say **level these bids** → **a like-for-like comparison,** variances flagged, ranked with a call.

Formal letter

.docx

A consultant has missed a contractual deadline and it needs to be on record.

Say **draft a formal letter on this** → **letterhead, reference number**, the right firm but measured tone.

The skills you'll actually reach for.

WHEN YOU NEED TO...	SAY SOMETHING LIKE	YOU GET
Turn a mess into a decision brief	give me an ex summary	One-page brief, Word
Write up a meeting	write up the minutes	Formatted MOM, Word
Know what to chase next	distil the MOM	Prioritised actions + pre-brief
Pressure-test a document	review this	Red flags, gaps, questions
Chase or escalate	draft an email to...	Email in your voice

Master these first – they're the daily loop. Stage two adds the heavier set: formal letters, bid evaluations, trackers, the monthly report.

See what these actually produce ↗

Everything in the box.

CORE DAILY

Executive summary	decision brief
Minutes of meeting	MOM
MOM distiller	actions + pre-brief
Document review	red-flag a doc
Email drafter	in your voice
Formal letters	letterhead .docx

FOUNDATION: BUILT ON YOUR DETAILS

Your context	who you are
Company Excel brand	house style

SPECIALIST

Drawing analysis	takeoffs, scope Q&A
------------------	---------------------

PROCUREMENT

Proposal review	weighted technical
Commercial evaluation	level & rank bids
Procurement tracker	back-planned .xlsx

REPORTING & VISUALS

Monthly report	HTML dashboard
Design tracker	consultant .xlsx
Org chart	.pptx
Gantt / programme	.pptx

ALREADY IN COWORK: THE BASE

Word	docx
Excel	xlsx
PDF	read & build
PowerPoint	pptx

The construction skills sit on top of these four.

Five habits that do the heavy lifting.

Give it the file, not a description

Don't summarise the report for it. Drop the report in. It reads faster and more carefully than any of us.

Say what "good" looks like

"For senior management", "one page", "flag the commercial risk". The clearer the target, the fewer the rounds.

One job at a time, then build

Review first, then summarise, then email. Each step feeds the next. Don't ask for all three in one breath.

Push back on it

"That's too soft", "challenge them harder", "shorter". It'll redo it. Treat it like a sharp junior, not a vending machine.

Talk, don't type

Dictate like you're briefing a colleague — rambling is fine, it sorts it out. A dictation tool like Wispr Flow (or your keyboard's free mic button) makes this the fastest way to work.

A few things it's already built.

Real, live things from my own projects — including two presentations it built end to end. This is the ceiling, not the floor, of what Cowork can put together once you're fluent.

REPORT



Mall Repositioning Status

A fortnightly portfolio repositioning report.

mall-status.pages.dev

DASHBOARD



Daily Progress Dashboard

Live site progress for a super-block build.

1sb-dashboard.pages.dev

INDEX



Drawings & Specs Index

It read 650+ drawings and specs and built the searchable index.

parklinks-constech.pages.dev

DECK · DOWNLOAD



Cinematic Edition

A nine-slide dark presentation — a real, editable PowerPoint, not screenshots.

PPTX · 20 MB

DECK · DOWNLOAD



Editorial Edition

The same story as a six-slide light edition — open it and change anything.

PPTX · 9 MB

Apps, estimators and client tools it's built come later in the journey – stages three and four are where you build your own.

One to hold: SOR.

Everything on the last slide is a link. This one is worth opening properly: a real app, on the real App Store, that started as a conversation like the ones you'll have today.

The itch

Site observations were photos in a camera roll and notes on paper. Turning them into a report the team could act on at the evening.

What it does

Capture an observation on site with photos and notes, and SOR turns it into a branded PDF report, ready to share before you're off the site.

How it was built

Described in plain English, built in conversation, tested on real inspections, then shipped. No development team. The same loop you're learning today, pointed at a bigger target.

Where it is now

Live on the Apple App Store and Google Play as a Stuart Digital product, used on real construction projects.

[Open sorapp.io](https://sorapp.io) ↗

Five minutes on the CM Director dashboard.

A portfolio dashboard for a live mall and office build, rebuilt every week from the project's own reports and trackers. It's access-controlled, so I'll drive. Here's how I read it.

1

Start at the executive summary

Progress against forecast, the headline risks, this week's photos. Thirty seconds tells you whether the week was good or bad.

2

Check the spine

One schedule, three lines: the baseline we promised, the current target, and what the evidence says is really likely. The gap between the lines is the conversation.

3

Drill into the blocker

Every headline expands: procurement gates, approvals moving or stuck, zone by zone works. You follow the red, not the whole thing.

4

Ask where a number came from

Each figure links back to its source: the weekly report, the tracker, the letter. Nothing lives in the dashboard that can't be traced.

5

Leave with actions

The action matrix and the weekly control pack are the output. A dashboard you don't act on is wallpaper.

The point: nobody typed this dashboard in. Claude reads the weekly reports and trackers and rebuilds it from them. Your projects can report the same way.

Open the dashboard ↗

Today is stage one.

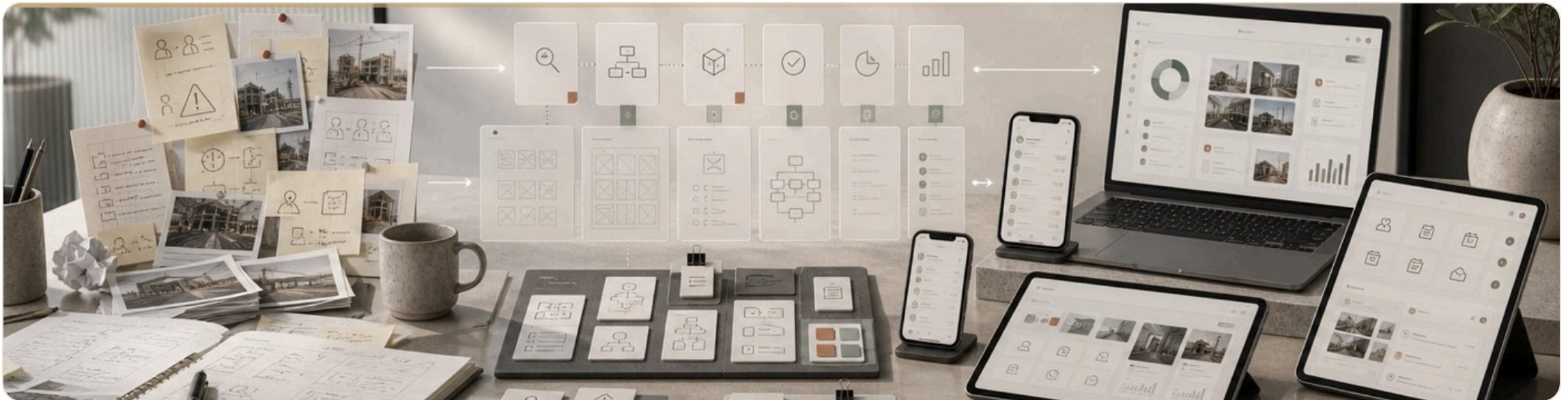
About six hours in total, across a few sittings, not one marathon. Here's the whole climb, and where each of us is on it.

- 1 Set up @ the Cowork loop** YOU ARE HERE
Configure your Claude, then the document-to-deliverable loop. That's today.
- 2 Everyday mastery**
Run your real projects through it. Chain skills. Build the habit until reaching for it is reflex.
- 3 Dashboards @ tools**
Reading and shaping live dashboards and web tools, like the ones on the last slide.
- 4 Code** WHERE I'M AT
Stepping in to build and change things directly. This is where it gets properly powerful, and still a long way to go.
- 5 Shipping apps**
Full products, in real people's hands. The far end, for now.

— THAT'S THE WHOLE THING

Set it up once. Then just ask.

Session one: the pack goes in, Claude learns you, the toolkit loads. Session two: the project-documents-ask-deliverable loop, until it's muscle memory.



Didn't register at the start? Same code, same ten seconds:

training.stuartdigital.io/s1

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