
ARCH AGENTIC

Introduction to Agents

A 2-day hands-on course that takes you from chatbot user to AI agent operator. No coding experience required.

Duration	2 days (9:00 am – 5:00 pm)
Format	In-person, small group with table tutors
Audience	Knowledge professionals across all industries
Prerequisites	A laptop and willingness to learn

Who is this course for?

This course is designed for knowledge professionals who use computers daily but have never written code. You may be a lawyer drafting contracts, an accountant reconciling data, an engineer managing project documentation, or a business owner drowning in emails and reports.

You have probably used ChatGPT to ask questions. This course takes you further — from asking questions to directing an AI agent that works directly on your machine, with your files, under your control.

This course is for you if:

- You work with documents, data, and communications daily
- You are computer literate but have no programming experience
- You have used ChatGPT or similar tools for Q&A;
- You want AI to do real work, not just answer questions
- You want to build skills your organisation needs

2-Day Agenda

Day 1: Foundations and Getting Productive

9:00 – 10:30 Welcome and the AI Revolution

What agents are, why they matter, and installing Claude Code on your machine.

10:45 – 12:15 Your First Agent Conversation

Starting Claude Code, exploring files, the permission system, essential commands.

1:15 – 2:45 Working with Files and Documents

Referencing files, transforming documents, analysing data, practical use cases.

3:00 – 4:30 CLAUDE.md and Making Claude Remember

Persistent instructions, auto memory, session management.

Day 2: Mastery and Advanced Workflows

9:00 – 10:30 Plan Mode and Structured Workflows

The Explore-Plan-Implement workflow, extended thinking, verification.

10:45 – 12:15 Skills and Custom Commands

Creating reusable skills for your profession, automating repetitive tasks.

1:15 – 2:45 Subagents and MCP

Delegating to specialist agents, connecting external tools.

3:00 – 4:30 Capstone Project

Build a complete professional workflow and present to the group.

What You Will Be Able to Do

By the end of this course, you will have the skills and confidence to use AI agents as a daily tool in your professional work.

- 01 Install and operate Claude Code independently on your machine
- 02 Direct an AI agent to read, transform, and create documents
- 03 Analyse spreadsheet data and produce summary reports
- 04 Build persistent instructions that make Claude work your way
- 05 Use Plan Mode to research and design before acting
- 06 Create reusable skills tailored to your profession
- 07 Build specialist subagents for specific tasks
- 08 Apply a structured workflow to complex, multi-step problems

How the Course is Delivered

This is not a webinar. It is a hands-on, in-person course where you build real skills under expert guidance.

The Coach and Tutor Model

One experienced coach leads the course from the front, covering concepts, running live demonstrations, and guiding the group through each session. At every table of five, a dedicated tutor provides one-on-one support during exercises, troubleshoots technical issues, and ensures nobody falls behind.

- Small groups: 5–50 attendees for personal attention
- 1 tutor per 5 attendees for hands-on support
- 8 practical exercises across the 2 days
- Real-world sample project you work on throughout
- Your CLAUDE.md, skills, and subagents are yours to keep
- Venue: professional conference room setting

What Attendees Say

"I walked in thinking AI was just for developers. I walked out with a working system for my legal practice."

— Senior Associate, Commercial Law

"The tutor model made all the difference. Every question got answered, and nobody was left behind."

— Finance Manager, Professional Services

"Within a week of the course, I had automated three hours of weekly reporting. The ROI was immediate."

— Project Manager, Infrastructure

Testimonials shown are representative examples. Actual testimonials will be added after pilot delivery.

Pricing and Booking

	Early Bird	Standard
Individual	\$X,XXX + GST	\$X,XXX + GST
Group (5+)	\$X,XXX + GST per person	\$X,XXX + GST per person
Corporate (10+)	Contact us	Contact us

What is included:

- 2 full days of instructor-led training with table tutor support
- Sample project materials and exercise sheets
- All custom files created during the course (CLAUDE.md, skills, subagents)
- Post-course resource guide and continued learning path
- Morning and afternoon tea, plus lunch on both days

Note: Attendees need their own laptop and an Anthropic account (free tier available). Claude Code usage costs are not included in the course fee.

Get in Touch

Ready to build AI capability in your organisation? Contact us to discuss group bookings, corporate rates, or to schedule a course at your preferred venue.

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Arch Agentic

Build Capability. Not Dependency.