
KLICCO ACADEMY PRESENTS

Mastering Claude

The AI course built for people who are not in IT.

Most people know they should be using AI.

Very few know how to use it properly.

Mastering Claude is a hands-on, live workshop designed for busy professionals who want to use AI confidently in their daily work — without needing a technical background, without coding, and without wasting hours on YouTube trying to figure it out alone.

In one day, you will go from curious to capable.

WHO THIS IS FOR

This course is for you if:

- You are a professional, business owner, or freelancer who keeps hearing about AI but has not made it work for you yet
- You feel AI is too technical for someone outside of IT
- You are spending too many hours on admin, emails, reports, and content that AI could handle
- You want to use AI properly — not just ask it basic questions
- You have tried ChatGPT or Claude before but did not know what to do with it

This course is NOT for developers, programmers, or anyone with a technical AI background.

It is built specifically for the non-technical professional.

WHAT YOU WILL NEED

Before you arrive, make sure you have the following:

- A laptop or iPad — you will be building during the session
- A Claude Pro subscription — \$30/month, billed directly to you via Anthropic
- A Notion account — the free plan is sufficient
- An open mind — no technical background required

That is it. Everything else is provided on the day.

WHAT YOU WILL LEARN — 6 MODULES

01

Understanding Claude and How to Talk to It

- What Claude actually is and how it thinks
- Why most people get bad results — and the exact reason why
- How to give Claude proper instructions so it does exactly what you need

02

Building Your AI Employees

- The concept of AI employees — assigning specific roles to Claude for your work
- How to build a personalised AI assistant for your exact job
- Real examples: client manager, content writer, email drafter, report analyser

03

Practical Applications for Your Role

- Emails and professional communication — drafted in seconds, refined in your voice
- Reports and summaries — Claude reads, extracts, and formats for you
- Research and analysis — get answers fast without spending hours searching
- Content creation — LinkedIn posts, proposals, scripts, social media
- Calendar and task management — how to use Claude to organise your week

04

Connecting Claude to the Apps You Already Use

- How to connect your AI employees to real tools — so they act, not just talk
- Notion integration — AI employees update your databases and build dashboards automatically
- Gmail integration — Claude reads, drafts, and helps manage your emails directly
- You leave with AI employees wired into your actual workflow

05

Building Workflows That Save You Hours

- How to chain prompts together to create repeatable workflows
- Building systems you can use every single day — not just one-off prompts
- Live guided build: participants build one real workflow for their own work during the session

06

AI Safety, Privacy, and Best Practices

- What you should and should not share with AI tools
- How to fact-check and verify AI outputs
- Staying professional and maintaining your voice when using AI

WHAT YOU LEAVE WITH

- ✓ A working AI employee built for your specific role
- ✓ AI employees connected to Notion and Gmail — ready to use immediately
- ✓ At least one live workflow you can use from the next day
- ✓ A personal prompt library tailored to your industry
- ✓ Confidence to keep building and improving on your own
- ✓ 5 to 10 hours back every week — from Day 1

COURSE FORMAT

Format: Live, in-person workshop

Duration: Full-day session

Location: Singapore

Group size: Small cohort — maximum 20 participants per run

Pace: Flexible and accommodating — no participant gets left behind

Recording: Full session recorded for future reference

This is not a lecture. It is a working session. You build while you learn. You leave with real tools, not just notes.

WHAT PARTICIPANTS SAY

"Before this course I was lacking behind. Now I am learning. Convenience and time saving changes the way I work — I can now focus on other things. Join and keep an open mind."

— **Azri Izwan** · Muslim Wealth Advisor · **19 hours saved per week**

"200% uplift on my coaching pricing. 40% savings on my retainer margins."

— **Imran Tahir** · Founder, Black Vault Marketing · **10 years experience. After one day with Klicco.**

"Before I was a skeptic. Now I am motivated to be more productive and focused in my work."

— **Salihin Rahim** · Real Estate Consultant · **7 hours saved per week**

"It has definitely made running our small home business much smoother and less stressful."

— **Khatijatul** · Founder, Umami Bites · **75% reduction in admin time**

"Before today I was using AI at a basic level. Now I am able to make use of AI productively."

— **Sabirah** · Online Business Owner

INVESTMENT

INDIVIDUAL SEAT

\$500

per person

CORPORATE GROUP

\$800

per person · minimum 10 pax

Payment is collected upon registration to confirm your seat. Seats are limited to 20 participants per run.

Referral: Know someone who should join? Refer them and receive \$100 cash when they sign up and pay. (Only applicable to Klicco Alumnis)

WHY KLICCO

Klicco Academy is run by Abdul Adzhim bin Abdul Khalid — a non-technical founder who built an entire AI-powered business using Claude, with zero coding background.

He is not a developer teaching developers. He is a non-technical professional who figured it out — and now teaches other non-technical professionals to do the same. That is why it works.

Klicco LLP is incubated at Republic Polytechnic EPIC and has trained participants across financial advisory, logistics, real estate, F&B, education, and community organisations.

RESERVE YOUR SEAT

Reserve Your Seat

Not sure if this is right for you? Have an honest 10-minute conversation with us. No pressure. No pitch.

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