COURSE SYLLABUS

AI for Financial Services

Putting Claude to work on drafting, analysis, and documentation improves how your financial services practice runs, and the tailored workflow you build covers client communications, portfolio reporting, compliance work, and professional review.

> Group classes in NYC and onsite training is available for this course.
> For more information, email corporate@nobledesktop.com or visit:
> https://training-nyc.com/courses/ai-for-financial-services

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Course Outline

Module 1: Getting Started with Claude AI

- Explain how Claude works in plain language and identify the model tiers, plans, and interface
- Understand the context window, how Claude processes information, and when to start new conversations
- Practice your first Claude conversation using a financial services–specific prompt
- Identify what Claude does well, what it doesn't, and when human judgment is essential

Module 2: Prompting Fundamentals

- Apply the five-part prompt framework: context, task, format, constraints, and examples
- Supply source material yourself rather than asking Claude to recall figures from memory
- Recognize the difference between extractive and abstractive summarization, and catch qualifier drift before it reaches a reader
- Practice with financial services scenarios: a weak prompt, a fully sourced prompt, and a constrained prompt for the same deliverable

Module 3: Working with Files & Documents

- Upload and analyze images, PDFs, spreadsheets, and documents directly in Claude
- Use Claude to extract, compare, and summarize information from uploaded files
- Work with financial services file types: portfolio reports, compliance checklists, market research PDFs, client account summaries, and regulatory filings
- Complete a hands-on document analysis exercise using provided financial services sample files

Module 4: Projects & Knowledge Bases

- Explain how Projects use custom instructions and knowledge bases to organize ongoing work
- Write effective Project instructions that encode your role, audience, format preferences, and rules
- Upload reference documents and understand how retrieval surfaces relevant material automatically
- Create a financial services Project for a client engagement or compliance review using provided sample documents and templates

Module 5: Artifacts, Skills, Memory & Usage Management

- Create reusable deliverables with Artifacts, and edit them directly or through conversation
- Build a Skill that carries your firm's writing voice, reproduced from real samples rather than described

- Author a reusable Skill that packages a recurring workflow, with its own checkpoints built in
- Configure Memory to retain key context about you and your work across conversations
- Apply usage management techniques to extend your plan value

Module 6: Introduction to Claude Cowork

- Explain what Cowork is and how it differs from the claude.ai chat interface
- Read, write, and manage files from your desktop environment
- Configure guardrails, file permissions, and network settings for safe use
- Understand prompt injection risks and how to protect against them

Module 7: Advanced Prompting & AI Tool Selection

- Use role-based prompting, chain-of-thought reasoning, and multi-step workflows
- Apply web search and the You Ask Me technique to complex, ambiguous tasks
- Evaluate any AI tool for regulated work on a three-axis test: cost including verification, confidentiality, and audit trail
- Practice advanced prompting with financial services scenarios: analyzing a portfolio allocation for a client review, building a compliance audit response step by step, and preparing a quarterly market commentary

Module 8: Context System, Connectors & Integrations

- Build foundational context files and set Global Instructions that apply to every Cowork session
- Connect Claude to Slack, Google Drive, Gmail, and other workplace tools, and assess what each connection actually grants
- Use Claude natively in Excel and PowerPoint with the Office add-ins
- Set up Scheduled Tasks for recurring work such as regulatory watch and periodic reporting, and apply the test for what may run unattended and what may not
- Configure your context system and connections for financial services workflows, including portfolio analysis in Excel and client presentations in PowerPoint

Module 9: Core Financial Services Workflows

- Draft client communications, review letters and quarterly updates, in the order that keeps a fabricated figure structurally impossible
- Produce portfolio analysis narratives and performance commentary that express a conclusion you supplied, reproduced in your firm's voice
- Build compliance documentation and audit-preparation materials that state evidentiary gaps plainly instead of writing around them
- Summarize market research and economic commentary from multiple sources while preserving attribution and disagreement
- Document an internal process as it is actually performed, including the workarounds a designed process leaves out
- Complete a hands-on lab producing a client letter, performance commentary, and a research synthesis from the same verified figures

Module 10: Capstone — Build Your Financial Services Claude System

- Audit your financial services tasks and identify the highest-value opportunities for Claude assistance
- Assemble a personalized financial services Claude system: a Project, context files, a Skill that carries your voice, a packaged reusable Skill, and a scheduled recurring task
- Run a complete end-to-end client service workflow: portfolio review letter, market commentary summary, compliance documentation update, and client meeting preparation brief
- Create a Week 1 action plan for applying what you've learned to your financial services role