

AI for humanitarian practitioners

From a chat window to an assistant that knows your work: project management, reports, evaluations and training.

5 sessions

About 9 hours

Roughly one week apart

One to three participants

A hands-on course on using AI, mainly Claude, in humanitarian and development work, from managing projects to writing reports. No theory for its own sake: every session uses your real assignments, and you leave with a setup you keep using.

THE FIVE SESSIONS

1	Understand How these tools work, who makes them, what they cost, which tool for which job, the limits, and the rules for client data.	2 h
2	Set up Your account, privacy settings, folders, and the files that tell Claude who you are and how you work.	2 h
3	Automate and go deeper Your writing style, reusable skills for the tasks you repeat, Word and Excel, connectors and the phone, research mode.	2 h
4	Your real project We work on one of your assignments together, and check what the tool produces.	2 h
5	Review and go further Time gained, a one-page personal playbook, and optional topics such as infographics or dashboards.	1 h + options

WHAT YOU LEAVE WITH

- An assistant set up for your work and your clients
- Two or three skills for the tasks you repeat
- A real deliverable produced or well advanced
- Simple habits to check every output

BEFORE WE START

- 1 **Fill in the questionnaire** (about 15 minutes) and send it back five days before session 1.
- 2 **Pick one assignment**, current or upcoming, to work on.
- 3 **Nothing to install yet.** We choose the tool and plan together in session 1, and you set them up before session 2.

One rule throughout: the tool is fast and fluent, not reliable by default. You sign the report, not the tool.