

Skills for the Non-Technical Person

A Microsoft 365 / SharePoint workflow, start to finish

The Core Idea

Skills aren't just for prompt engineers. Build one for a real M365 or SharePoint task — for example, turning a rough access request into a clean, routable approval summary.

Build It

1. Pick a workflow you already do inside Microsoft 365 or SharePoint.
2. Describe the before-and-after in plain language — no jargon, no acronyms.
3. Create with Claude, walking through request → summary → routing.
4. Save it and test with a real (anonymized) example.
5. Hand the pattern to a teammate and see if it works without you explaining it.

THE REAL PEOPLE RULE

If you have to explain jargon just to use your own skill, rewrite the description in plain English first.