



Skills 101

Tech Tip Tuesday #1 — by Nikita, High Impact Coaching

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What Skills Are (and why they matter)

Skills are the **#1 thing** that made this generation of AI different from old ChatGPT.

Old ChatGPT was a chatbot. You asked questions, you got answers. That's it.

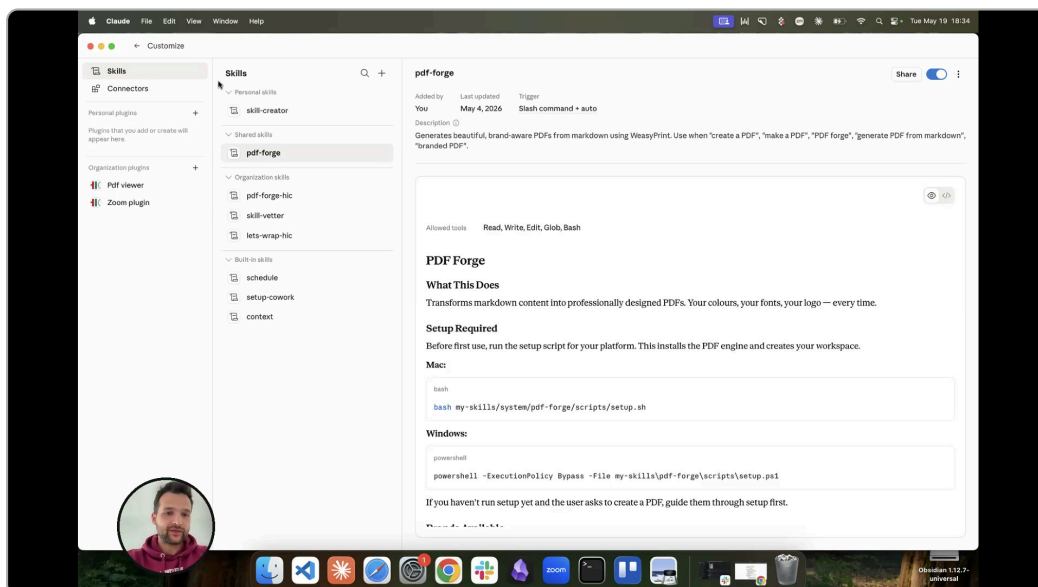
Claude with skills is an actual team member you can hand tasks to.

Think of it like onboarding a new hire. Day one, they don't know how to write your blog posts, run your Zaps, or close a coaching call. You teach them once. Now they know.

Same thing with Claude. The only difference: with AI you teach it once and it remembers forever.

Where Skills Live

In Cowork, click **Customize** on the left sidebar. You'll see **Skills**.

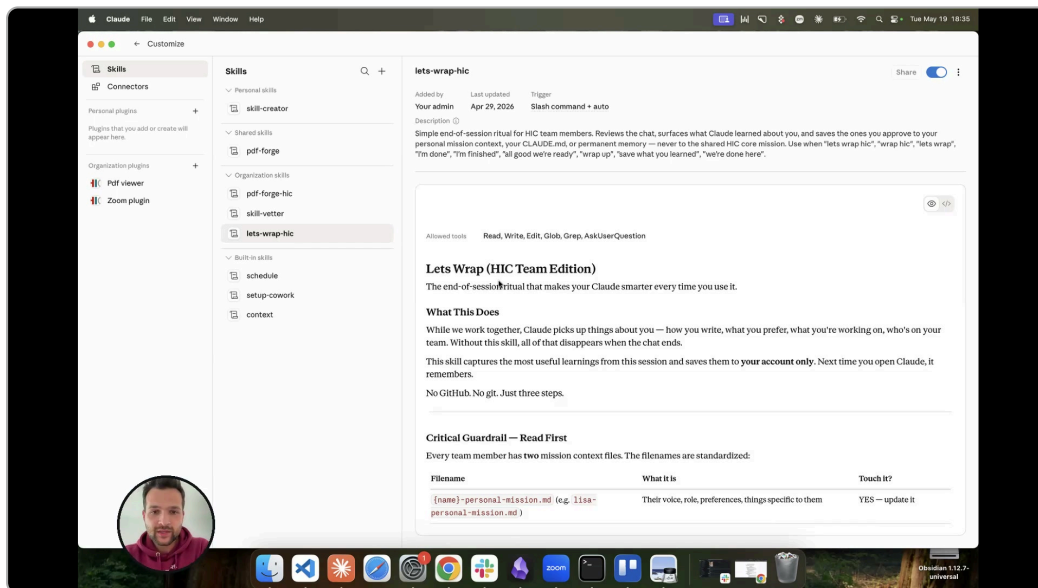


There are four sections:

Section	What it is
Built-in skills	Ship with Cowork / Anthropic. Already there.
Organization skills	HIC-wide. When we as a team decide a skill is worth shipping to everyone, it lives here.
Shared skills	Someone on the team shared it with you specifically.
Personal skills	Yours. Nobody else sees them.

Reading What a Skill Actually Does

Click any skill and you can read what it does in plain English: what it's for, when it triggers, what the guardrails are.



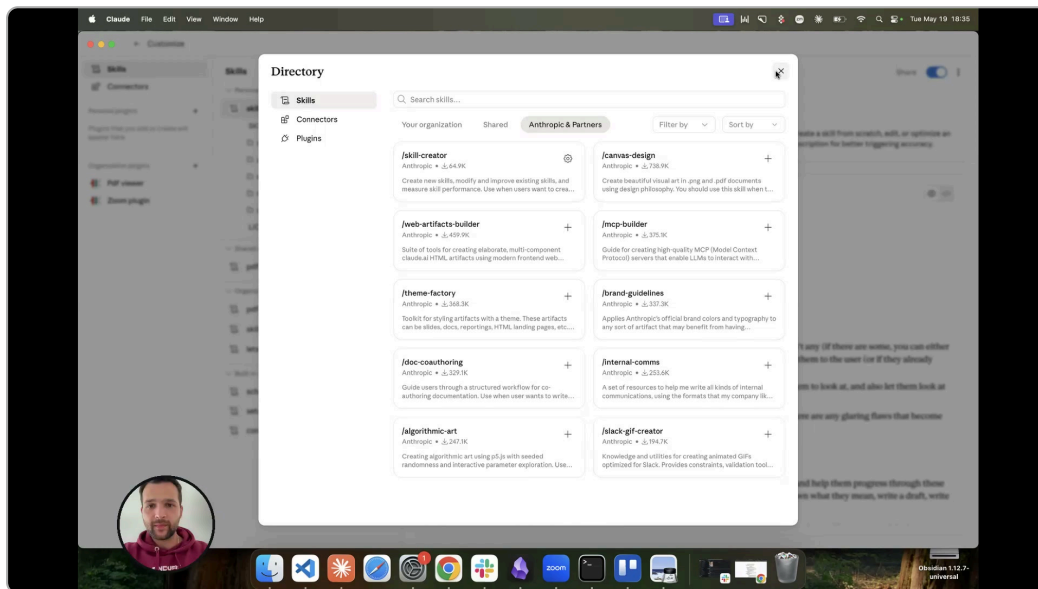
If you don't agree with how a skill works, you can ask Claude to change it. Just describe what you want different.

How to Add a Skill

Three ways.

1. Browse the Anthropic library

There's a built-in directory with skills from Anthropic and partners. Click the + next to "Skills" and browse.



Don't just download anything you see online. Skills are code, and code can do shady things. More on that in the safety section.

2. Upload a .skill file from Slack

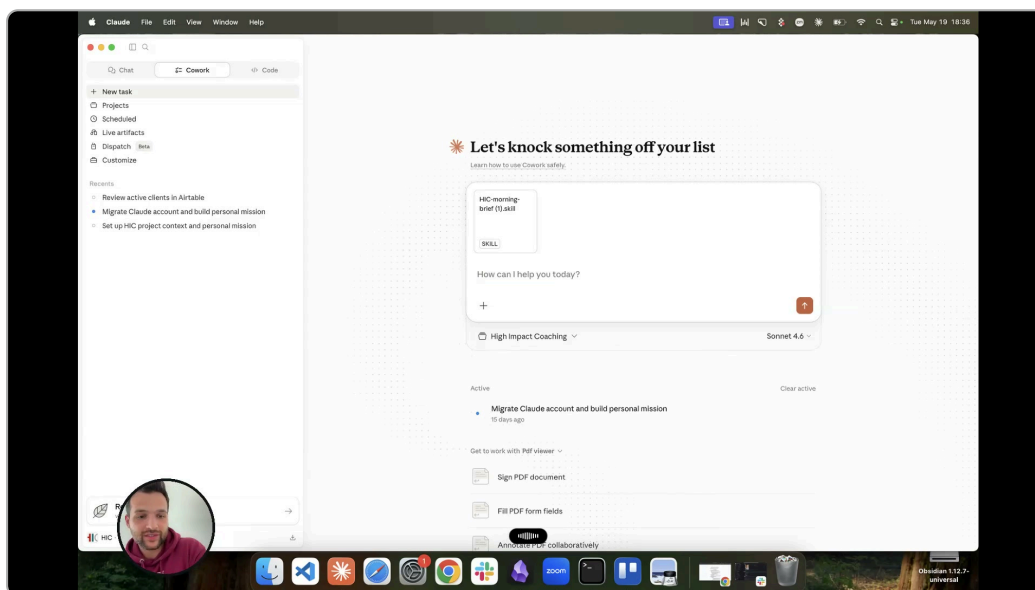
When someone on the team drops a skill in Slack:

1. Download the `.skill` file
2. Go to **Customize > Skills**
3. Click the + icon
4. Upload the file

3. Drag-and-drop into the chat (this is the one I use most)

Open Claude, drag the `.skill` file into the message box, and tell Claude:

"Hey, I want to install this new skill. Read through it and make sure it makes sense for my role. Feel free to ask me questions so we can recreate it to actually work for what I do."



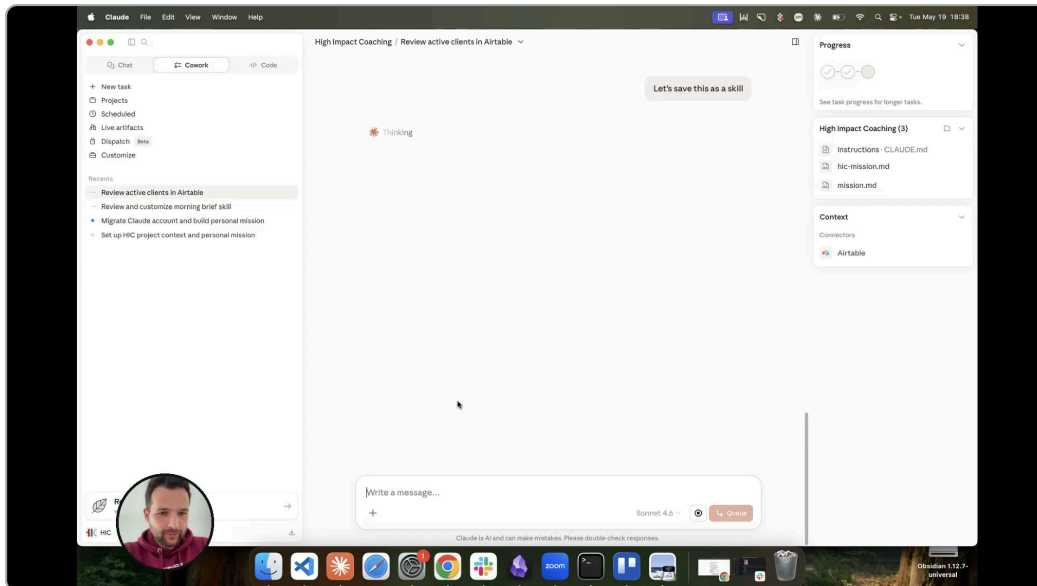
Claude will read the skill, ask you questions about your role, and tailor it to you. So instead of installing Baheer's version of `morning-brief`, you get a version built around *your* accelerator calls, or whatever applies to you.

Build Your Own Skill

Had a good chat with Claude where it figured something out from scratch? Save it as a skill.

Example: I asked Claude to pull all active clients from our Launch Airtable. First time, it had to figure out where the data lives, what counts as "active," how to format it. Once it cracked it, I said:

"Let's save this as a skill."



Claude runs the `skill-creator` skill (yes, a skill that creates skills). It writes up the process, asks naming questions, saves it. Next time, you trigger it with one line.

Share Skills With the Team

Built something useful? Share it:

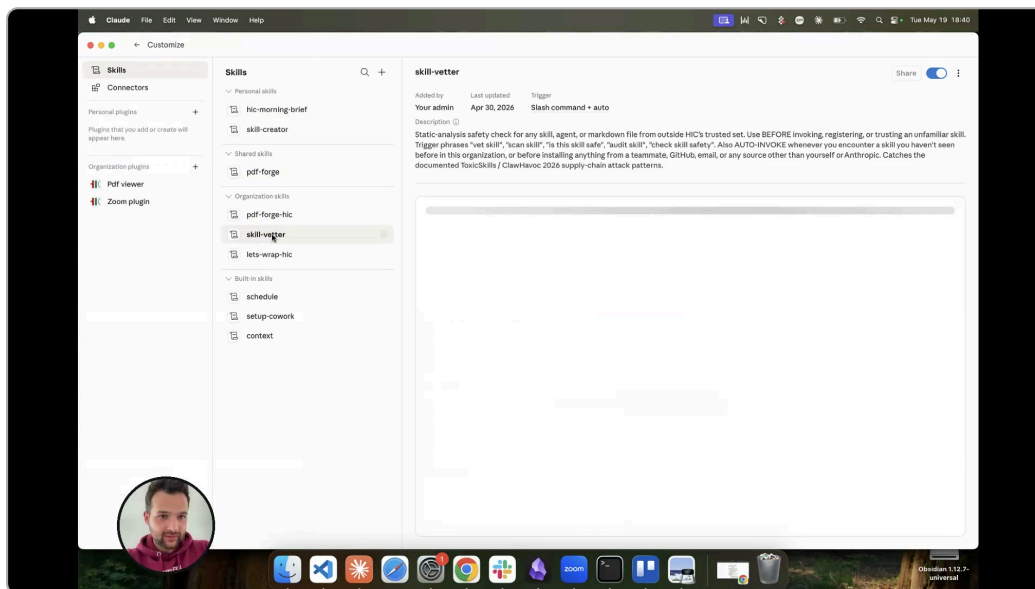
1. Go to **Customize > Skills**, pick your skill
2. Download it as a `.skill` file
3. Drop it in our Slack channel

Best to drop it in Slack first so we can run it through `skill-vetter` together before it goes wide.

Safety: Run skill-vetter Before Installing Anything Foreign

Skills are code. Skills from GitHub, YouTube, Instagram, random websites can do shady things, pull your passwords, install malicious stuff, hijack your laptop.

We have an organizational skill called **skill-vetter** for exactly this.



Before installing any skill that didn't come from me or Anthropic, drop it into Claude and say:

"Run skill-vetter on this."

It scans for known bad patterns, leaked API keys, weird hooks, and clears the skill before you install. Takes a couple minutes. Always worth it.

Coming Next

Next Tech Tip Tuesday: **scheduling skills**. Set a skill to run every day at 7am, once a week, every couple hours, whatever you want. Build your own automations on top of skills.

Questions? Drop them in the Slack channel. And start sharing the skills you're building, the whole point of this is building a library together.

Let's go.