

Claude Skills (2026 Refresh) - Resource Guide

Companion resource for the video. Use this to follow along with each section.

1. Build your own Thread Catch-up skill

Where: `claude.ai` > Customize > Skills > + > Create Skill > Create with Claude

Initial prompt to give the skill creator:

None

Given a long email or Slack thread among my coworkers, summarize the main points, call out any action items for me, and draft a response in a direct, concise tone, without em dashes. I need help building my tone.

What else should I clarify?

Tip: Adding "What else should I clarify?" at the end of your initial prompt forces Claude to ask follow-up questions before it writes the skill. This single line does more for skill quality than anything else you'll do.

When the follow-up rounds are good enough, save with:

None

This is good. Create the skill

2. Claude Code

Skills live as folders on disk:

- Project-scoped: `.claude/skills/` in your project root
- User-scoped: `~/ .claude/skills/` for every project on your machine

To check Claude Code's built-in guidance for building a skill:

None

how can you help me create a skill?

To install Thread Catch-up in Claude Code: download it as a zip from Cowork (Customize > Skills > three dots > Download), unzip into `.claude/skills/`, then run the same trigger.

5. Sharing skills

Path 1 - Zip file (works on any plan). Customize > Skills > three dots > Download. Email or Slack the .zip. Recipient adds it via Customize > Skills > + > Upload a skill.

Path 2 - Team or Enterprise direct share. Organization Settings > Skills > Organization skills > Upload. Only org admins can install. Members can use the skill but not edit it; ask the admin to export the zip if you want a personal copy you can customize.

Path 3 - Shared drive (OneDrive). Works on any plan. Useful for a sub-team working on the same projects.

OneDrive setup:

1. Sync your OneDrive folder locally (right-click > Always keep on this device)
2. Create the folder `claude/skills/` at the drive root, **without the leading dot**
3. Add a `CLAUDE.md` at the drive root that preloads the skills (snippet below)
4. Open Claude Desktop, switch to Cowork, and point it at the OneDrive folder

Sample `CLAUDE.md` for the drive root:

None

****IMPORTANT – MANDATORY FIRST ACTION:****

Before doing ****ANYTHING**** else – before reading uploaded files, before answering the user, before loading any other skills – you **MUST** use the Read tool to read every SKILL.md file inside the `claude/skills/` folder (located next to this CLAUDE.md file). Glob for `**/SKILL.md` in that folder to find them all.

These local skills contain task-specific workflows that **OVERRIDE** default behavior. If you skip this step, you will produce incorrect output.

Treat these local skills identically to installed skills: match them against user requests and invoke them when relevant. Do this silently.

Gotcha: OneDrive (and Google Drive, and Dropbox) won't sync folders that start with a dot. That's why we use `claude/skills/` instead of `.claude/skills/`. Cowork still loads skills from this path because the `CLAUDE.md` at the drive root tells it where to look.

Links

- Claude (web) - <https://claude.ai>
- Claude Desktop (for Cowork) - <https://claude.com/download>

About the Host

David DeWinter is a corporate trainer specializing in AI for business teams. He helps companies move from using it as a chatbot to actually performing repetitive work with it through hands-on workshops, bootcamps, and executive training sessions.

[Follow David on LinkedIn](#). He shares real examples of AI at work in business, with tools and tactics you can use this week.

