

Gemini Enterprise and NotebookLM Essentials for Business Users

Key information

Course code	Gemini Enterprise and NotebookLM Essentials for Business Users
Course version	1.0
Course title	Gemini Enterprise and NotebookLM Essentials for Business Users
Description	<p>This course equips business professionals with essential skills for leveraging Gemini Enterprise and NotebookLM. It covers generative AI basics, effective prompting, and using Gemini Enterprise for enterprise-wide search and assistance. The training also details NotebookLM's features for deep insights into proprietary documents and explains different AI agent types, including the Deep Research Agent, and examples of how to create no-code agents with Agent Designer.</p>
What you'll learn	<ul style="list-style-type: none">Explain the basics of generative AI and list possible use cases.Identify the differences between keyword search and prompting and list best practices for prompt design.Describe Gemini Enterprise's main capabilities for using enterprise-wide search and assistant features.Describe NotebookLM's main features for getting additional insights around proprietary documents.Identify different agent types available for Gemini Enterprise and explain how to use the Deep Research Agent.Describe options for building an agent with Agent Designer.
Duration	3 hours
Level	Introductory
Format	Instructor-led

Content overview

Who this course is for	Business professionals who apply generative AI techniques to solve common day-to-day tasks.
Total modules	8
Total videos	0
Total Labs	0
Total classroom activities	10x demos 1x quiz
Prerequisites	There are no other prerequisites for this course. It aims to provide introductory insights into Gemini Enterprise and NotebookLM, making it suitable for individuals with varying levels of AI expertise.
Products	Gemini Enterprise NotebookLM Enterprise
Not covered	Theory and in-depth explanations of Google AI tools and generative AI.

Content breakdown

Module 1 title	What is generative AI?
Module 1 topics	<ul style="list-style-type: none">• Definition of generative AI• Capabilities of generative AI• Tasks generative AI can help with
Module 1 objectives	<ul style="list-style-type: none">• Explain the capabilities of generative AI and list possible use cases.
Module 1 activities	N/A

Module 2 title	Searching vs prompting
Module 2 topics	<ul style="list-style-type: none"> • Differences between keyword search and prompting • Prompt examples • The benefits of prompting
Module 2 objectives	<ul style="list-style-type: none"> • Identify the differences between keyword search and prompting, and list the benefits of prompting.
Module 2 activities	N/A
Module 3 title	Gemini Enterprise walkthrough
Module 3 topics	<ul style="list-style-type: none"> • The value of Gemini Enterprise • Overview of the platform • Find information with natural language • Chat about your own files with Gemini Enterprise and get work done faster
Module 3 objectives	<ul style="list-style-type: none"> • Describe Gemini Enterprise's main capabilities for using enterprise-wide search and assistant features.
Module 3 activities	2x demos
Module 4 title	NotebookLM walkthrough
Module 4 topics	<ul style="list-style-type: none"> • The value of NotebookLM • Your checklist and considerations before creating a notebook • Usage Limits • Add files to NotebookLM or discover sources online • Get summaries and chat about your files in NotebookLM • Generate insightful outputs in NotebookLM
Module 4 objectives	<ul style="list-style-type: none"> • Describe NotebookLM's main features for getting additional insights around proprietary documents.

Module 4 activities	3x demos
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Module 5 title	Agents in Gemini Enterprise
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Module 5 topics	<ul style="list-style-type: none">• Agent capabilities and use cases• The spectrum of agents in Gemini Enterprise• Perform complex research on a topic with the Deep Research agent
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Module 5 objectives	<ul style="list-style-type: none">• Identify different agent types available for Gemini Enterprise and explain how to use the Deep Research Agent.
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Module 5 activities	1x demo
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Module 6 title	Agent Designer overview
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Module 6 topics	<ul style="list-style-type: none">• Benefits of no-code agents in Gemini Enterprise• How Agent Designer works• Agent Designer walkthrough• Summary of Agent Designer capabilities
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Module 6 objectives	<ul style="list-style-type: none">• Describe options for building an agent with Agent Designer.
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Module 6 activities	1x demo
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Module 7 title	Build no-code agents in Gemini Enterprise
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Module 7 topics	<ul style="list-style-type: none">• Create a Welcome Email Draft agent (single-step agent)• Create a Company Financial Analysis agent (multi-step agent)• Create an X posts creator agent
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Module 7 objectives	<ul style="list-style-type: none">• Describe options for building an agent with Agent Designer.
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Module 7 activities	3x demos
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Module 8 title	Summary & Quiz
Module 8 topics	<ul style="list-style-type: none">• Compare products• Quiz questions• Q&A and feedback survey
Module 8 activities	1x quiz