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Google AI Integration for General Workflows

Key information

Course code	Google AI Integration for General Workflows
Course version	1.0
Course title	Google AI Integration for General Workflows
Description	This course equips professionals across various functions with the skills to leverage core Google AI tools; Gemini, NotebookLM, and Gemini Enterprise to transform daily workflows. It will demonstrate how to utilize Gemini for enhanced communication, content generation, and initial data analysis. You'll then leverage NotebookLM to securely query and synthesize vast information from diverse sources for accurate, grounded insights. Finally, you'll explore Gemini Enterprise to automate complex routine administrative tasks and cross-application workflows. This course empowers professionals to implement AI-driven solutions effectively and ethically, reclaiming significant time, streamlining operations, and elevating professional output. An optional Appendix provides additional content on developing specialized capabilities for custom content generation and workflow automation with Gemini Gems, as well as integrating NotebookLM and Gemini for a unified approach to comprehensive data synthesis and actionable report generation.
What you'll learn	- Core Modules: - Utilize the core features of Gemini to enhance meeting productivity, report drafting, and data analysis. - Leverage NotebookLM to securely query and synthesize information from diverse sources for building comprehensive knowledge hubs and generating verifiable insights. - Automate routine administrative tasks and complex cross-application workflows using Gemini Enterprise, improving efficiency and accuracy in areas like information management, project coordination, and administrative processes. - Appendix (optional):

	○ Design and apply custom Gems to create tailored content, structured project frameworks, and strategic prompts. ○ Integrate NotebookLM and Gemini to synthesize diverse data into comprehensive insights and actionable reports.
Duration	3 hours
Level	Intermediate
Format	Instructor-led

Content overview

Who this course is for	Project Managers, Team Leads, Marketing Managers, HR Business Partners, Business Analysts, Operations Specialists, Product Managers, Senior Individual Contributors, Strategists, Content Creators, Administrative Professionals, and any professional seeking to enhance their daily productivity with AI.
Total modules	4
Total videos	0
Total Labs	0
Total classroom activities	0
Prerequisites	Basic Google Apps familiarity, Google Workspace skills, Gemini familiarity, basic NotebookLM skills, general business terminology, understanding of common work processes.
Products	Gemini for Google Workspace Google Gemini NotebookLM Gemini Enterprise Google Gemini Gems (optional appendix)

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Not covered	Theory and in-depth explanations of Google AI tools. The course requires a basic-level understanding of the tools and what each one offers.

Content breakdown

Module 1 title	Prompt Guidelines
Module 1 topics	Prompt structure Prompt tips
Module 1 objectives	• Use the core components of effective prompt structure for AI models. • Apply prompting techniques and tips to optimize AI model responses for specific tasks.
Module 1 activities	1 prompt example
Module 2 title	Gemini for Workspace Integration
Module 2 topics	Use case 1: Streamlining Meeting Outcomes Use case 2: Rapid Report Analysis and Summarization Use case 3: Smart Data Analysis in Spreadsheets
Module 2 objectives	• Identify Gemini features applicable to streamlining meeting outcomes, report analysis, and data insights. • Demonstrate the use of Gemini to efficiently summarize meeting discussions and analyze report data. • Compare the efficiency of completing communication and analysis tasks with and without Gemini's assistance. • Explain the potential time savings and improved clarity gained by leveraging Gemini in daily workflows.
Module 2 activities	3 use case demos
Module 3 title	NotebookLM Enterprise Integration

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Module 3 topics	Use Case 1: Strategic Research Synthesis (including Meeting Transcripts) Use Case 2: Understanding Unstructured Feedback Themes Use Case 3: Knowledge Assimilation via Personalized Audio Learning
Module 3 objectives	• Review steps to upload diverse documents (including transcripts) and create a knowledge base in NotebookLM. • Apply NotebookLM to synthesize strategic insights and identify key takeaways from multiple sources. • Differentiate between manually extracted themes and those identified by NotebookLM from unstructured feedback. • Assess the reliability and accuracy of insights provided by NotebookLM by verifying its source citations.
Module 3 activities	3 use case demos
Module 4 title	Gemini Enterprise integration
Module 4 topics	Use case 1: Get up-to-speed after vacation or leave Use case 2: Perform complex research on a topic Use case 3: Plan a large event or offsite
Module 4 objectives	• Recognize challenges, manual overhead, and error vulnerabilities in traditional general workflows. • Demonstrate automating routine tasks and complex workflows with Gemini Enterprise. • Discuss how Gemini Enterprise enhances accuracy and efficiency in complex document analysis and process management. • Outline key considerations for Gemini Enterprise integration in systems and operations.
Module 4 activities	3 use case demos
Appendix 1 title	Gemini Gems Integration
Appendix 1 topics	Use Case 1: Crafting Tailored Assessment & Success Profiles with Competency Frameworks

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	Use Case 2: Contextual Strategy & Engagement Planner
	Use Case 3: Contextual Approach & Obstacle Navigator
Appendix 1 objectives	- Analyze the inefficiencies of manual assessment creation, generic planning, and reactive communication that custom Gems can address. - Design and refine custom Gems using effective prompting techniques. - Apply custom GKW Gems in relevant use cases to craft tailored assessment tools, strategic plans, and obstacle navigation guides, leveraging internal knowledge and meeting insights. - Explain the benefits of creating custom Gems, including deep personalization, strategic alignment, enhanced quality, and significant efficiency gains.
Appendix 1 activities	3 use case demos
Appendix 2 title	Unified Solution
Appendix 2 topics	Unified Solution: Context and benefits NotebookLM: Understanding the data Gemini: Actionable outputs Unified Solution: Implementation and impact
Appendix 2 objectives	- Collect and upload relevant information and data from various sources to NotebookLM. - Use NotebookLM to extract key insights from aggregated data. - Utilize Gemini to generate initial drafts and reports based on insights. - Produce polished, data-driven reports incorporating narrative and visual elements.
Appendix 2 activities	1 scenario demo

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