Google Cloud

Google AI Integration for Human Resources

Key information

Course code	Google AI Integration for Human Resources
Course version	1.0
Course title	Google AI Integration for Human Resources
Description	This course equips HR professionals with the skills to leverage Google AI tools, including Gemini, and NotebookLM Enterprise. You'll learn to draft clear communications, enhance linguistic quality with Gemini Gems, synthesize policies using trusted sources, and automate complex HR processes for improved efficiency and time savings. Implement AI-driven solutions effectively and ethically to streamline HR operations.
What you'll learn	- Utilize the core features of **Gemini** to efficiently draft HR communications, job descriptions, and generate onboarding plans. - Apply advanced **Gemini capabilities (Gems)** to develop highly customized talent processes and craft proactive talent risk analysis frameworks for strategic HR initiatives. - Leverage **NotebookLM Enterprise** to securely query and synthesize information from diverse HR policies and documents for comprehensive insights.
Duration	3 hours
Level	Intermediate
Format (please leave only applicable)	Instructor-led

Content overview

Who this course is for	Employee Relations Specialists, Recruiters, HR Generalists, HR Managers
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, understanding of Core HR processes, Employee data privacy regulations awareness
Products	Gemini for Google Workspace Google Gemini Google Gemini Gems NotebookLM
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	Gemini for Workspace Integration
Module 1 topics	Use case 1: Drafting job descriptions Use case 2: Summarizing candidate interview notes Use case 3: Drafting employee communications Use case 4: Generating onboarding plan outlines Use case 5: Analyzing employee survey feedback themes (in Sheets)
Module 1 objectives	● Identify Gemini features applicable to specific HR tasks.

	• Demonstrate the use of Gemini to draft HR-related communications and documents. • Compare the efficiency of completing HR tasks with and without the integration of Gemini features. • Explain the potential time savings and improved clarity gained by leveraging Gemini in HR workflows.
Module 1 activities	5 use case demos
Module 2 title	Gemini Gems Integration
Module 2 topics	Use case 1: Aligning interview questions and success profiles Use case 2: Designing customized onboarding journeys Use case 3: Developing a proactive "Talent Risk & Retention" scenario analysis framework
Module 2 objectives	• Analyze the inefficiencies of manual HR processes that custom Gems can address. • Design and refine custom HR Gems using effective prompting techniques to automate specific tasks. • Apply custom HR Gems in relevant use cases to streamline HR workflows. • Explain the benefits of creating custom HR Gems, including efficiency, clarity, and cost-effectiveness.
Module 2 activities	3 use case demos
Module 3 title	NotebookLM Enterprise Integration
Module 3 topics	Use case 1: Answering employee policy questions accurately Use case 2: Generating Policy FAQs Use case 3: Synthesizing information for onboarding materials Use case 4: Drafting internal communications based on official sources Use case 5: Analyzing themes in anonymized employee feedback/exit interviews

	Use case 6: Creating podcast content outlines based on policy documents
Module 3 objectives	- Review the steps to upload HR source documents and create a notebook in NotebookLM. - Apply NotebookLM to answer specific HR-related questions using the provided source materials. - Differentiate between summaries generated by NotebookLM and manually created ones. - Assess the reliability and accuracy of content drafted by NotebookLM by verifying its source citations.
Module 3 activities	6 use case demos

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