

Google AI Integration for Legal

Key information

Course code	Google AI Integration for Legal
Course version	1.0
Course title	Google AI Integration for Legal
Description	<p>This course equips legal professionals with the skills to leverage core Google AI tools; Gemini, NotebookLM, and Gemini Enterprise to transform daily legal workflows.</p> <p>It will demonstrate how to utilize Gemini for enhanced legal research, communication, and initial document analysis. You'll then leverage NotebookLM to securely query and synthesize vast legal knowledge for accurate, source-grounded analysis. Finally, you'll explore Gemini Enterprise to automate complex legal review and compliance workflows. This course empowers legal professionals to implement AI-driven solutions effectively and ethically, reducing time, mitigating risk, and elevating strategic legal contributions.</p> <p>An optional Appendix provides additional content on developing specialized Legal Gems for customized analysis frameworks and tailored policy drafting styles, as well as integrating NotebookLM and Gemini for a unified approach to data aggregation and actionable report generation.</p>
What you'll learn	<ul style="list-style-type: none">Core Modules:<ul style="list-style-type: none">Utilize the core features of Gemini to enhance first-pass contract review, legal communication drafting, and initial policy summarization.Leverage NotebookLM to securely query and synthesize information from vast legal documents, regulatory texts, and internal policies for accurate, source-verified analysis and risk identification.Automate routine legal review tasks and compliance workflows using Gemini Enterprise, improving accuracy and efficiency in areas like legal document processing, workflow orchestration, and compliance & risk management.

	<ul style="list-style-type: none"> • Appendix (optional): <ul style="list-style-type: none"> ◦ Design and apply custom Legal Gems to automate complex legal analysis and standardize expert workflows. ◦ Integrate NotebookLM and Gemini to synthesize complex legal data into high-quality, data-backed legal outputs.
Duration	3 hours
Level	Intermediate
Format	Instructor-led

Content overview

Who this course is for	In-House Counsel, Paralegals, Compliance Officers, Contract Managers, Legal Operations Specialists, Legal Support Staff, Policy Writers
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, basic Gemini Enterprise knowledge and skills, legal terminology, understanding of contract structures, regulatory compliance principles.
Products	<p>Gemini for Google Workspace</p> <p>Google Gemini</p> <p>NotebookLM</p> <p>Gemini Enterprise</p> <p>Google Gemini Gems (optional appendix)</p>

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	<ul style="list-style-type: none"> 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: Triage and Initial Contract Summary Use case 2: Draft Initial Versions of Standard Letters Use case 3: Analyze Legal Data for Trend Identification
Module 2 objectives	<ul style="list-style-type: none"> Identify Gemini features applicable to streamlining legal research, contract review, and communication. Demonstrate the use of Gemini to efficiently summarize legal documents, draft correspondence, and analyze legal data. Compare the efficiency of completing legal analysis and drafting tasks with and without Gemini's assistance. Explain the potential time savings, improved clarity, and enhanced accuracy gained by leveraging Gemini in daily legal workflows.
Module 2 activities	3 use case demos
Module 3 title	NotebookLM Enterprise Integration

Module 3 topics	Use case 1: Grounded knowledge base for regulatory research Use case 2: Regulatory analysis to find gaps Use case 3: Case law research to find common legal arguments
Module 3 objectives	<ul style="list-style-type: none"> • Review the steps to upload legal source documents and create a notebook in NotebookLM Enterprise. • Apply NotebookLM Enterprise to answer legal questions and synthesize information using source materials. • Differentiate between NotebookLM's source-grounded legal insights and traditional manual analysis. • Assess the reliability and accuracy of content generated by NotebookLM Enterprise by verifying its source citations.
Module 3 activities	3 use case demos
Module 4 title	Gemini Enterprise Integration
Module 4 topics	Use case 1: Preparing for a client deposition Use case 2: Contract review and follow-up Use case 3: Contract clause discovery & anomaly detection
Module 4 objectives	<ul style="list-style-type: none"> • Recognize challenges, manual overhead, and error vulnerabilities in traditional legal processes. • Demonstrate automating routine legal tasks and complex workflows with Gemini Enterprise. • Discuss how Gemini Enterprise enhances legal accuracy and efficiency in complex document analysis and process management. • Outline key considerations for Gemini Enterprise integration in legal systems and operations.
Module 4 activities	3 use case demos
Appendix 1 title	Gemini Gems Integration
Appendix 1 topics	Use Case 1: Consistent contract analysis Use case 2: User-friendly policy creation

Use case 3: Generate potential questions based on case files

Appendix 1 objectives	<ul style="list-style-type: none">• Analyze the inefficiencies of manual legal processes that custom Gems can address.• Design and refine custom Legal Gems using effective prompting techniques to automate complex legal analysis and standardize expert workflows.• Apply custom Legal Gems in relevant use cases to streamline legal workflows.• Explain the benefits of creating custom Legal Gems, including efficiency, clarity, and cost-effectiveness.
Appendix 1 activities	3 use case demos
Appendix 2 title	Unified Solution for Google integration
Appendix 2 topics	<p>Unified solution: Context and benefits</p> <p>NotebookLM: Understanding the data</p> <p>Gemini: Actionable outputs</p> <p>Unified solution: Implementation and impact</p>
Appendix 2 objectives	<ul style="list-style-type: none">• Collect and upload relevant information and data from various sources to NotebookLM.• Use NotebookLM to extract key insights from aggregated data.• Utilize Gemini to synthesize factual insights and legal principles to formulate high-quality outputs.• Produce clear, data-backed legal memos and strategic recommendations.
Appendix 2 activities	1 scenario demo