

Google AI Integration for Operations

Key information

| | |
|---------------------------------------|--|
| Course code | Google AI Integration for Operations |
| Course version | 1.0 |
| Course title | Google AI Integration for Operations |
| Description | This course equips Operations professionals with the skills to leverage Google AI tools, including Gemini, and NotebookLM Enterprise. You'll learn to document operational processes clearly, enhance internal communications with Gemini Gems for clarity, analyze performance data for optimization, and automate workflow management and reporting. Implement AI-driven solutions effectively and ethically to streamline operational processes. |
| What you'll learn | <ul style="list-style-type: none">• Utilize the core features of Gemini to streamline operational workflows and improve data analysis and reporting.• Apply advanced Gemini capabilities (Gems) to develop highly customized process optimization frameworks and conduct nuanced supply chain risk assessments.• Leverage NotebookLM Enterprise to securely query SOPs and synthesize information from manuals for grounded training materials and internal communications. |
| Duration | 3 hours |
| Level | Intermediate |
| Format (please leave only applicable) | Instructor-led |

Content overview

| | |
|-----------------------------------|---|
| Who this course is for | Operations Managers, Process Improvement Specialists, Operations Analysts, Supply Chain Coordinators, Project Managers (within Operations), Logistics Planners, Quality Assurance Leads |
| 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, Process optimization principles, Supply chain management fundamentals |
| 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 | <p>Use Case 1: Drafting standard operating procedures (SOPs) and process documentation</p> <p>Use Case 2: Analyzing operational data and creating dashboards in Sheets</p> <p>Use Case 3: Drafting internal communications and project updates</p> <p>Use Case 4: Creating project plans and task lists in Sheets/Docs</p> <p>Use Case 5: Summarizing meeting notes and extracting action items for</p> |

| | |
|----------------------------|--|
| operational reviews | |
| Module 1 objectives | <ul style="list-style-type: none"> • Identify Gemini features applicable to specific operational workflows and data analysis tasks. • Demonstrate the use of Gemini to generate operational reports and enhance knowledge management. • Compare the efficiency of completing operational tasks with and without the integration of Gemini features. • Explain the potential time savings and improved resource allocation gained by leveraging Gemini in operations workflows. |
| Module 1 activities | 5 use case demos |
| Module 2 title | Gemini Gems Integration |
| Module 2 topics | <p>Use case 1: Developing a customized process bottleneck identification & optimization framework</p> <p>Use case 2: Structuring a supply chain risk assessment framework</p> <p>Use case 3: Generating tailored operational excellence program themes</p> |
| Module 2 objectives | <ul style="list-style-type: none"> • Analyze the inefficiencies of manual operational processes that custom Gems can address. • Design and refine custom Operations Gems using effective prompting techniques to automate specific tasks. • Apply custom Operations Gems in relevant use cases to streamline operational workflows. • Explain the benefits of creating custom Operations Gems, including efficiency, clarity, and cost-effectiveness. |
| Module 2 activities | 3 use case demos |
| Module 3 title | NotebookLM Enterprise Integration |
| Module 3 topics | <p>Use case 1: Creating a centralized product knowledge base for Q&A</p> <p>Use case 2: Analyzing supplier contracts and compliance documents</p> <p>Use case 3: Root Cause Analysis from incident reports and maintenance</p> |

| | |
|----------------------------|---|
| | <p>logs</p> <p>Use case 4: Analyzing historical project data for better planning (Lessons Learned)</p> <p>Use case 5: Understanding and adhering to complex quality standards</p> <p>Use case 6: Creating internal operations update podcast content from incident reports and process changes</p> |
| Module 3 objectives | <ul style="list-style-type: none"> • Review the steps to upload operational reports and create a notebook in NotebookLM. • Apply NotebookLM to answer specific operational analysis 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 |