

Google AI Integration for General Workflows

This course equips professionals across various functions with the skills to leverage core Google AI tools (Gemini, Gemini Notebook, and Gemini Enterprise) to transform daily workflows. Participants will learn to utilize Gemini for enhanced communication, content generation, and data analysis; leverage Gemini Notebook to securely query and synthesize information for grounded insights; and explore Gemini Enterprise to automate complex administrative tasks and workflows. The course empowers professionals to implement AI-driven solutions effectively and ethically, reclaiming significant time, streamlining operations, and elevating professional output.

**DURATION**

2-3 hours

**LEVEL**

200 - Intermediate

**FORMAT**

Instructor-led

**SCALABLE**

1-50, scaled to 1000

What you'll learn

- Utilize the core features of Gemini to enhance meeting productivity, report drafting, and data analysis.
- Leverage Gemini Notebook 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.
- Design and apply custom Gems to create tailored content, structured project frameworks, and strategic prompts.
- Integrate Gemini Notebook and Gemini to synthesize diverse data into comprehensive insights and actionable reports.

Overview	6 modules
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.
Products	• Gemini Enterprise • Gemini Notebook Enterprise • Google Workspace Flows • Google Workspace App Composer
Prerequisites	• Basic Google Apps familiarity, Google Workspace skills, Gemini familiarity, basic Gemini Notebook skills, general business terminology, understanding of common work processes.
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.

Module 01

Prompt Guidelines

Topics	• Prompt structure • Prompt tips
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.
Activities	• 1 prompt example

Module 02

Gemini for Workspace Integration

Topics	• Use case 1: Streamlining Meeting Outcomes • Use case 2: Rapid Report Analysis and Summarization • Use case 3: Smart Data Analysis in Spreadsheets
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.
Activities	• 3 use case demos

Module 03

Gemini Notebook Enterprise Integration

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
Objectives	• Review steps to upload diverse documents (including transcripts) and create a knowledge base in Gemini Notebook. • Apply Gemini Notebook to synthesize strategic insights and identify key takeaways from multiple sources. • Differentiate between manually extracted themes and those identified by Gemini Notebook from unstructured feedback. • Assess the reliability and accuracy of insights provided by Gemini Notebook by verifying its source citations.
Activities	• 3 use case demos

Module 04

Gemini Enterprise integration

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
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.
Activities	• 3 use case demos

Module 05

Gemini Gems Integration

Topics	• Use Case 1: Crafting Tailored Assessment & Success Profiles with Competency Frameworks • Use Case 2: Contextual Strategy & Engagement Planner • Use Case 3: Contextual Approach & Obstacle Navigator
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.
Activities	• 3 use case demos

Module 06

Unified Solution

Topics

- Unified Solution: Context and benefits
- Gemini Notebook: Understanding the data
- Gemini: Actionable outputs
- Unified Solution: Implementation and impact

Objectives

- Collect and upload relevant information and data from various sources to Gemini Notebook.
- Use Gemini Notebook 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.

Activities

- 1 scenario demo