

Google AI Integration for Human Resources

This course is designed to help HR professionals learn how to use Google AI tools to streamline and enhance various HR processes. Through a combination of presentations and demos, attendees will gain insights into leveraging Gemini, Gemini Notebook, and AgentSpace to automate tasks, improve communication, and derive actionable insights from HR data. The course aims to equip HR practitioners with the skills to implement AI-driven solutions effectively and ethically.

**DURATION**

2-3 hours

**LEVEL**

100 - Introductory

**FORMAT**

Instructor-led

**SCALABLE**

1-50, scaled to 1000

What you'll learn

- 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.
- Evaluate the potential time savings and improved clarity gained by leveraging Gemini in HR workflows.
- Leverage Gemini Notebook to query HR policies, generate materials, and analyze employee feedback.
- Automate repetitive HR tasks and workflows using AgentSpace to improve process efficiency.

Overview	3 modules
Who this course is for	Employee Relations Specialists, Recruiters, HR Generalists, HR Managers
Products	- Gemini Enterprise - Gemini Notebook Enterprise - Agent Studio on Gemini Enterprise Agent Platform - Google Agentspace
Prerequisites	Basic Google Apps familiarity, Google workspace skills, Gemini features

Module 01 Gemini for Workspace Integration

Topics	- Drafting job descriptions - Summarizing candidate interview notes - Drafting employee communications - Generating onboarding plan outlines - Analyzing employee survey feedback themes (in Sheets)
Objectives	Participants will learn to use Gemini to automate HR document creation, analyze feedback, and improve communication efficiency.

Module 02 SCC Enterprise Vulnerability Management Features

Topics	- Answering employee policy questions accurately - Generating policy FAQs - Synthesizing information for onboarding materials - Drafting internal communications based on official sources - Analyzing themes in anonymized employee feedback/exit interviews
Objectives	Participants will learn to use Gemini Notebook to efficiently answer policy questions, create HR materials, and analyze employee feedback.

Module
03

AgentSpace Integration

Objectives

- Participants will learn to automate repetitive HR tasks using AgentSpace, streamlining processes and improving efficiency.