

Google AI Integration for Legal

This course equips legal professionals with the skills to leverage core Google AI tools (Gemini, Gemini Notebook, and Gemini Enterprise) to transform daily legal workflows. It demonstrates how to utilize Gemini for enhanced legal research, communication, and initial document analysis; leverage Gemini Notebook to securely query and synthesize vast legal knowledge; and explore Gemini Enterprise to automate complex legal review and compliance workflows.

**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 first-pass contract review, legal communication drafting, and initial policy summarization.
- Leverage Gemini Notebook 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.
- Design and apply custom Legal Gems to automate complex legal analysis and standardize expert workflows.
- Integrate Gemini Notebook and Gemini to synthesize complex legal data into high-quality, data-backed legal outputs.
- Apply core prompt engineering techniques and structuring methods to optimize AI responses.
- Evaluate and compare the efficiency, time savings, and accuracy of legal tasks performed with and without AI assistance.
- Outline key strategic and operational considerations for integrating Gemini Enterprise into legal workflows.

Overview	4 modules · 2 appendices
Who this course is for	• In-House Counsel, Paralegals, Compliance Officers, Contract Managers, Legal Operations Specialists, Legal Support Staff, Policy Writers
Products	• Gemini Enterprise • Gemini Notebook Enterprise • Google Workspace App Composer
Prerequisites	• Basic Google Apps familiarity • Google Workspace skills • Gemini familiarity • basic Gemini Notebook skills • basic Gemini Enterprise knowledge and skills • legal terminology • understanding of contract structures • regulatory compliance principles
Not covered	• Theory and in-depth explanations of Google AI tools.

Module 01

Prompt Guidelines

Topics	• Prompt structure • Prompt tips
Objectives	• Use the core components of effective prompt structure for AI models. • Apply prompting 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: Triage and Initial Contract Summary • Use case 2: Draft Initial Versions of Standard Letters • Use case 3: Analyze Legal Data for Trend Identification
Objectives	• 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.
Activities	• 3 use case demos

Module 03

Gemini Notebook Enterprise Integration

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
Objectives	• Review the steps to upload legal source documents and create a notebook in Gemini Notebook for Enterprise. • Apply Gemini Notebook for Enterprise to answer legal questions and synthesize information using source materials. • Differentiate between Gemini Notebook's source-grounded legal insights and traditional manual analysis. • Assess the reliability and accuracy of content generated by Gemini Notebook for Enterprise by verifying its source citations.
Activities	• 3 use case demos

Module 04

Gemini Enterprise Integration

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
Objectives	• 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.
Activities	• 3 use case demos

Module 05

Appendix 1: Gemini Gems Integration

Topics	• Use Case 1: Consistent contract analysis • Use case 2: User-friendly policy creation • Use case 3: Generate potential questions based on case files
Objectives	• 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.
Activities	• 3 use case demos

Module
06

Appendix 2: Unified Solution for Google integration

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 synthesize factual insights and legal principles to formulate high-quality outputs.
- Produce clear, data-backed legal memos and strategic recommendations.

Activities

- 1 scenario demo