

Google AI Integration for Operations

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

**DURATION**

2-3 hours

**LEVEL**

100 - Introductory

**FORMAT**

Instructor-led

**SCALABLE**

1-50, scaled to 1000

What you'll learn

- Utilize the core features of Gemini to streamline operational workflows and improve data analysis and reporting.
- Leverage Gemini Notebook for Enterprise to securely query SOPs and synthesize information from manuals for grounded training materials and internal communications.
- Automate core operational tasks and workflows using Agentspace, improving safety and efficiency in areas like performance monitoring and supply chain management.

Overview	3 modules
Who this course is for	• Operations Managers, Process Improvement Specialists, Operations Analysts, Supply Chain Coordinators, Project Managers (within Operations), Logistics Planners, Quality Assurance Leads
Products	• Gemini Enterprise • Gemini Notebook Enterprise • Agent Studio on Gemini Enterprise Agent Platform • Google Agentspace
Prerequisites	• Basic Google Apps familiarity, Google Workspace skills, Gemini familiarity, basic Gemini Notebook skills, basic Agentspace knowledge and skills, Process optimization principles, Supply chain management fundamentals
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

Gemini for Workspace Integration

Topics	• Use Case 1: Drafting Standard Operating Procedures (SOPs) and Process Documentation • Use Case 2: Analyzing Operational Data and Creating Dashboards in Sheets • Use Case 3: Drafting Internal Communications and Project Updates • Use Case 4: Creating Project Plans and Task Lists in Sheets/Docs • Use Case 5: Summarizing Meeting Notes and Extracting Action Items for Operational Reviews
Objectives	• 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.
Activities	• 5 use case demos

Module 02

Gemini Notebook Enterprise Integration

Topics	• Use case 1: Answering employee policy questions accurately • Use case 2: Generating Policy FAQs • Use case 3: Synthesizing information for onboarding materials • Use case 4: Drafting internal communications based on official sources • Use case 5: Analyzing themes in anonymized employee feedback/exit interviews • Use case 6: Creating podcast content outlines based on policy documents
Objectives	• Review the steps to upload HR source documents and create a notebook in Gemini Notebook. • Apply Gemini Notebook to answer specific HR-related questions using the provided source materials. • Differentiate between summaries generated by Gemini Notebook and manually created ones. • Assess the reliability and accuracy of content drafted by Gemini Notebook by verifying its source citations.
Activities	• 3 use case demos

Module 03

Agentspace Integration

Topics	• Use Case 1: Real-time Monitoring of Production Line KPIs and Anomaly Detection • Use case 2: Automated Inventory Level Monitoring and Reorder Point Notifications • Use case 3: Tracking Inbound Shipments and Alerting on Delays • Use case 4: Automating Equipment Maintenance Work Order Generation Based on Usage or Condition • Use case 5: Consolidating Daily Operations Briefings from Multiple Sources
Objectives	• Describe the key features and configuration options within the Agentspace platform for HR automation. • Illustrate setting an Agentspace agent to automate a specific routine HR task using Workspace integrations. • Analyze the potential impact of Agentspace automation on existing HR workflows and data management. • Propose new strategic HR initiatives made possible by automation.
Activities	• 5 use case demos