

Google Workspace Studio: Automating Collaboration

Google Workspace Studio: Automating Collaboration is a comprehensive 3-hour instructor-led course designed to empower non-technical employees to reclaim their time through automation. Participants will explore the transition from manual "busy work" to strategic productivity using Agentic AI. The course provides a thorough exploration of Google Workspace Studio, a no-code platform, teaching learners how to build, test, and manage intelligent agents.

**DURATION**

2-3 hours

**LEVEL**

200 - Intermediate

**FORMAT**

Instructor-led

**SCALABLE**

1-50, scaled to 1000

What you'll learn

- Identify workflow bottlenecks and opportunities for corporate automation.
- Navigate the Google Workspace Studio interface and Gmail integrations.
- Examine the core workflow building blocks and how to create them.
- Manage agent deployment, monitoring, and governance within Gmail.
- Apply Workspace Studio features to problem-based scenarios.

Overview	3 modules
Who this course is for	• Non-technical corporate employees, administrative and operations staff, project managers and team leads, and general knowledge workers.
Products	• Google Workspace App Composer • Google Workspace Flows • Gemini Enterprise • Google Workspace Studio • Gemini for Google Workspace • Gemini Pro
Prerequisites	• Basic Google Workspace skills • Access to Google Workspace Studio • Basic Gemini Gems knowledge • Basic Agentic AI understanding
Not covered	• How to set up Gemini Gems • Advanced API connectivity/custom connectors setup

Module 01

What is Google Workspace Studio?

Topics	• Common workflow bottlenecks • Introduction to Google Workspace Studio • Workspace Studio access and navigation
Objectives	• Identify workflow bottlenecks and opportunities for corporate automation. • Navigate the Google Workspace Studio interface and Gmail integrations.
Activities	• 3 platform navigation demos

Module 02

Build and edit flows in Workspace Studio

Topics

- Create with templates
- Create with prompting
- Create from scratch
- Gmail integration
- Review and maintenance

Objectives

- Examine the core workflow building blocks and how to create them.
- Manage agent deployment, monitoring, and governance within Gmail.

Module 03

Google Workspace Studio in context

Topics

- Scenario A: The lost paperwork problem
- Scenario B: The customer service flood
- Scenario C: The supply chain crisis
- Governance and limitations

Objectives

- Apply Workspace Studio features to problem-based scenarios.

Activities

- 3 use case demos