



Automation with Gemini for Google Workspace Essentials

Course description

Transform the way you work with Gemini for Google Workspace. Learn how to leverage AI-powered assistance in Gmail, Google Meet, and Google Drive to draft emails, summarize content, find information faster, create meeting enhancements, and improve overall workplace productivity through intelligent automation.

Participants will explore how Gemini integrates with everyday productivity tools such as Gmail, Google Meet, and Google Drive. The course demonstrates practical use cases for drafting and refining emails, creating AI-powered meeting experiences, locating information across documents, and synthesizing content from multiple sources.

The course also introduces Generative AI fundamentals, responsible AI usage, and best practices for leveraging Gemini effectively within workplace environments. Through demonstrations and guided discussions, learners gain practical knowledge that can be immediately applied to improve communication, collaboration, and efficiency.

- Course level: Introductory
- Duration: 1 day

Activities

This course includes instructor-led training, live product demonstrations, interactive discussions, real-world productivity scenarios, guided learning sessions, knowledge checks, and reflection activities to reinforce learning.

Course objectives

In this course, you will learn to:

- Understand Generative AI concepts and Gemini capabilities.
- Explain the benefits and limitations of AI-powered productivity tools.
- Use Gemini in Gmail to create and refine email drafts.
- Create AI-generated meeting backgrounds in Google Meet.
- Utilize translated captions during meetings.
- Search, summarize, and analyze information using Gemini in Google Drive.
- Retrieve insights across multiple documents and sources.
- Apply responsible AI principles when using Gemini.
- Improve productivity and efficiency across daily workflows.

Intended audience

This course is intended for:

- Business Professionals
- Administrative Professionals
- Project Managers
- Team Leads
- Operations Teams
- Customer Support Teams
- Sales and Marketing Professionals
- Knowledge Workers
- Google Workspace Users
- Anyone interested in improving workplace productivity with AI

Prerequisites

We recommend that attendees of this course have:

- No prior Generative AI experience required.
- Basic familiarity with Google Workspace is recommended.
- General computer and internet literacy.

Products covered

- Gemini for Gmail
- Gemini for Google Meet
- Gemini for Google Drive
- Gemini for Google Workspace

Course outline

Module 01 - Introduction to Gemini for Google Workspace

- Introduction to Generative AI
- Generative AI Opportunities and Challenges
- Understanding AI Limitations
- Gemini for Google Workspace Overview
- Gemini Enterprise Features and Capabilities
- Responsible AI Usage

Module 02 - Gemini in Gmail

- Introduction to Gemini in Gmail
- Creating New Email Drafts
- Refining Existing Email Content
- Improving Tone and Clarity
- Productivity Best Practices

Module 03 - Gemini in Google Meet

- Gemini for Virtual Meetings
- Creating Custom Meeting Backgrounds
- Using AI-Generated Visual Enhancements
- Translated Captions and Accessibility Features

Module 04 - Gemini in Google Drive

- Finding Files with Gemini
- Asking Questions About Documents
- Summarizing Content Across Files
- Information Discovery and Knowledge Retrieval

- Synthesizing Information from Workspace and Web Sources

Module 05 - Course Review and Knowledge Check

- Review of Key Concepts
- Gemini Across Google Workspace
- Responsible AI Best Practices
- Productivity Improvement Techniques

Certification details

Participants receive a course completion certificate upon successfully attending the training program.

FAQs

Who should attend this course?

This course is designed for business users, professionals, and teams looking to improve productivity using Gemini within Google Workspace.

Is prior Generative AI experience required?

No. This is an introductory course and covers Generative AI fundamentals before exploring Gemini features.

Which Google Workspace applications are covered?

The course covers Gemini in Gmail, Google Meet, and Google Drive.

Can Gemini help improve workplace productivity?

Yes. Gemini assists with email creation, information retrieval, content summarization, and meeting enhancements to help users work more efficiently.

Does the course cover Responsible AI?

Yes. Responsible AI principles and best practices are covered as part of the course.

Are there any hands-on labs?

No formal labs are included. The course focuses on demonstrations, discussions, and practical examples.

How long is the course?

The course is delivered in a 3-hour instructor-led format.

What business benefits can organizations expect?

Organizations can improve employee productivity, streamline communication, enhance collaboration, accelerate information discovery, and increase operational efficiency through AI-assisted workflows.