



Google AI Integration for General Workflows

Course description

Learn how to leverage Gemini, NotebookLM, Gemini Enterprise, and Gemini Gems to transform everyday business workflows. Discover practical AI-powered techniques for meeting productivity, content creation, data analysis, research synthesis, workflow automation, project coordination, and decision-making while improving efficiency, accuracy, and collaboration across teams.

The course also introduces Gemini Gems for creating customized AI assistants and demonstrates how NotebookLM and Gemini can work together to transform large volumes of information into actionable reports and strategic recommendations. Through practical use cases and demonstrations, learners gain hands-on exposure to AI-driven workplace productivity solutions.

- Course level: Intermediate
- Duration: 1 day

Activities

This course includes instructor-led training, business use case demonstrations, interactive learning sessions, scenario-based exercises, guided ai workflows, knowledge management activities, workflow automation workshops, and best practice discussions to reinforce learning.

Course objectives

In this course, you will learn to:

- Use Gemini to improve meeting productivity and collaboration.
- Generate reports, summaries, and business content efficiently.
- Analyze business data using AI-powered workflows.
- Create knowledge repositories using NotebookLM.
- Extract insights from multiple information sources.
- Automate administrative and operational workflows.
- Build custom Gemini Gems for specialized business needs.
- Improve decision-making through AI-powered research and analysis.
- Apply AI responsibly and effectively in day-to-day operations.

Key features

- AI-Powered Workplace Productivity
- Gemini for Business Workflows
- Data Analysis and Insights
- NotebookLM Knowledge Management
- Research and Information Synthesis
- Gemini Enterprise Workflow Automation
- Gemini Gems Customization
- Unified AI Solutions

Intended audience

This course is intended for:

- Project Managers
- Team Leads
- Marketing Managers
- HR Business Partners
- Business Analysts
- Operations Specialists
- Product Managers
- Strategists

- Content Creators
- Administrative Professionals
- Senior Individual Contributors
- Professionals seeking AI-powered productivity improvements

Prerequisites

We recommend that attendees of this course have:

- Basic familiarity with Google Apps.
- Google Workspace experience.
- Basic Gemini familiarity.
- Basic NotebookLM knowledge.
- Understanding of common business processes.
- Familiarity with business terminology.

Products covered

- Gemini for Google Workspace
- Google Gemini
- NotebookLM
- Gemini Enterprise
- Gemini Gems (Optional)

Course outline

Module 01 - Prompt Guidelines

- Prompt Structure
- Prompt Engineering Best Practices
- Prompt Optimization Techniques
- AI Communication Strategies

Module 02 - Gemini for Workspace Integration

- Streamlining Meeting Outcomes
- Rapid Report Analysis and Summarization
- Smart Data Analysis in Spreadsheets

- Content Generation and Communication

Module 03 - NotebookLM Enterprise Integration

- Strategic Research Synthesis
- Meeting Transcript Analysis
- Understanding Unstructured Feedback
- Knowledge Assimilation through Audio Learning
- Building Knowledge Repositories

Module 04 - Gemini Enterprise Integration

- Returning to Work After Leave or Vacation
- Complex Topic Research
- Event and Offsite Planning
- Workflow Automation
- Process Optimization

Certification details

Participants receive a course completion certificate upon successful completion of the training program.

FAQs

Who should attend this course?

This course is ideal for professionals across departments who want to improve productivity and efficiency using AI.

Is prior AI experience required?

Basic familiarity with Gemini and NotebookLM is recommended, but advanced AI expertise is not required.

What business use cases are covered?

Meeting productivity, report generation, research synthesis, knowledge management, workflow automation, project coordination, and strategic planning.

Is this a hands-on course?

The course includes demonstrations, guided exercises, and real-world workflow scenarios.

What Google AI products are covered?

Gemini, Gemini for Google Workspace, NotebookLM, Gemini Enterprise, and Gemini Gems.

Will I learn workflow automation?

Yes. Learners explore how Gemini Enterprise can automate administrative tasks and complex workflows.

How long is the course?

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

What business benefits can participants expect?

Participants will learn how to save time, improve productivity, automate repetitive tasks, enhance decision-making, and create higher-quality outputs using Google AI solutions.