



Google AI Integration for Human Resources

Course description

Learn how to leverage Google Workspace with Gemini, NotebookLM Enterprise, Gemini Enterprise, and Gemini Gems to streamline HR operations, enhance employee engagement, automate talent management workflows, improve policy accessibility, and generate data-driven HR insights while maintaining compliance and ethical HR practices.

The course explores how NotebookLM Enterprise can be used to securely query HR policies and documentation, while Gemini Enterprise enables advanced research, talent mapping, compliance auditing, and strategic workforce planning. Learners will also discover how custom Gemini Gems can help create personalized onboarding journeys, interview frameworks, and retention strategies.

- Course level: Intermediate
- Duration: 1 day

Activities

This course includes instructor-led training, hr use case demonstrations, scenario-based learning, guided ai workflows, knowledge management exercises, hr strategy workshops, interactive discussions, and best practice reviews to reinforce learning.

Course objectives

In this course, you will learn to:

- Create HR communications and content using Gemini.
- Streamline recruitment and onboarding activities.
- Analyze employee feedback and engagement trends.
- Query HR policies and knowledge bases using NotebookLM.
- Generate source-grounded HR insights and recommendations.
- Build AI-powered HR agents for compliance and talent management.
- Develop custom Gemini Gems for HR workflows.
- Improve employee experience through AI-enabled processes.
- Apply AI responsibly while maintaining data privacy and compliance.

Key features

- AI-Powered HR Productivity
- Gemini for HR Operations
- Employee Experience Enhancement
- NotebookLM Enterprise for HR Knowledge Management
- Employee Feedback and Sentiment Analysis
- Gemini Enterprise for Strategic HR
- Custom HR Assistants with Gemini Gems
- Responsible AI in HR

Intended audience

This course is intended for:

- HR Managers
- HR Generalists
- Recruiters
- Talent Acquisition Specialists
- Employee Relations Specialists
- HR Business Partners
- Learning and Development Professionals
- People Operations Teams

Prerequisites

We recommend that attendees of this course have:

- Basic familiarity with Google Apps.
- Google Workspace skills.
- Familiarity with Gemini.
- Basic NotebookLM Enterprise knowledge.
- Basic Gemini Enterprise knowledge.
- Understanding of HR processes.
- Awareness of employee data privacy regulations.

Products covered

- Google Workspace with Gemini
- Gemini
- Gemini Enterprise
- Gemini Gems
- NotebookLM Enterprise

Course outline

Module 01 - Prompt Guidelines

- Prompt Structure
- Prompt Engineering Best Practices
- Prompt Optimization Techniques
- HR-Focused AI Interactions

Module 02 - Google Workspace with Gemini Integration

- Drafting Job Descriptions
- Summarizing Candidate Interview Notes
- Drafting Employee Communications
- Generating Onboarding Plans
- Analyzing Employee Survey Feedback

Module 03 - NotebookLM Enterprise Integration

- Employee Policy Question Resolution

- Policy FAQ Generation
- Onboarding Content Creation
- Internal Communications Development
- Employee Feedback Analysis
- HR Podcast and Learning Content Creation

Module 04 - Gemini Enterprise Integration

- Deep Research Agent
- Idea Generation Agent
- HR Policy Compliance Auditor Agent
- Talent Mapping and Salary Benchmarking Agent
- Strategic HR Planning Agent

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 HR professionals seeking to enhance productivity, employee engagement, recruitment, and talent management using AI.

Is prior AI experience required?

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

What HR use cases are covered?

Recruitment, onboarding, employee communications, policy management, employee feedback analysis, talent mapping, salary benchmarking, and workforce planning.

Is this a hands-on course?

Yes. The course includes demonstrations, practical exercises, and real-world HR scenarios.

What AI products are covered?

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

Will I learn how to build HR-specific AI agents?

Yes. Participants learn how to create AI agents for compliance auditing, talent mapping, benchmarking, and strategic HR planning.

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 HR efficiency, accelerate hiring processes, enhance employee engagement, automate administrative tasks, and make more informed workforce decisions using Google AI solutions.