



Google Workspace Studio: Automating Collaboration

Course description

Learn how to leverage Google Workspace Studio, Gemini, and Agentic AI to automate repetitive work, streamline collaboration, and improve workplace productivity. Discover how to build, deploy, monitor, and manage intelligent no-code agents that automate business workflows, reduce manual effort, and enable teams to focus on high-value activities.

The course introduces Google Workspace Studio's no-code development environment, workflow templates, Gmail integrations, agent deployment capabilities, and governance features. Through practical demonstrations and real-world scenarios, learners will gain the skills needed to create and manage intelligent workplace automation solutions.

- Course level: Introductory to Intermediate
- Duration: 1 day

Activities

This course includes instructor-led training, interactive demonstrations, no-code workflow development, scenario-based learning, agent creation workshops, business automation exercises, collaborative discussions, and practical use case analysis to reinforce learning.

Course objectives

In this course, you will learn to:

- Identify workflow bottlenecks and automation opportunities.
- Navigate the Google Workspace Studio interface.
- Build intelligent workflows using templates and prompts.
- Create custom no-code automation solutions.
- Integrate workflows with Gmail.
- Deploy and manage AI-powered agents.
- Monitor and govern automation processes.
- Apply Workspace Studio to solve business challenges.
- Improve productivity using Agentic AI capabilities.

Intended audience

This course is intended for:

- Non-Technical Corporate Employees
- Administrative Professionals
- Operations Staff
- Project Managers
- Team Leads
- Business Users
- Knowledge Workers
- Process Improvement Teams

Prerequisites

We recommend that attendees of this course have:

- Basic Google Workspace skills.
- Access to Google Workspace Studio.
- Basic Gemini Gems knowledge.
- Basic understanding of Agentic AI concepts.

Products covered

- Google Workspace Studio
- Gemini for Google Workspace

- Gemini 3 Pro

Course outline

Module 01 - What is Google Workspace Studio?

- Common Workflow Bottlenecks
- Introduction to Google Workspace Studio
- Workspace Studio Access and Navigation

Module 02 - Build and Edit Flows in Workspace Studio

- Create with Templates
- Create with Prompting
- Create from Scratch
- Gmail Integration
- Workflow Review and Maintenance

Module 03 - Google Workspace Studio in Context

- Scenario A: The Lost Paperwork Problem
- Scenario B: The Customer Service Flood
- Scenario C: The Supply Chain Crisis
- Governance and Limitations

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 non-technical professionals who want to automate repetitive tasks and improve workplace productivity using AI.

Do I need coding experience?

No. Google Workspace Studio is a no-code platform designed for business users and non-technical professionals.

What is Google Workspace Studio?

Google Workspace Studio is a no-code platform that enables users to create, deploy, and manage AI-powered workflows and intelligent agents.

Is this a hands-on course?

Yes. The course includes demonstrations, workflow creation exercises, and real-world business scenarios.

What products are covered?

Google Workspace Studio, Gemini for Google Workspace, and Gemini 3 Pro.

Will I learn how to create AI agents?

Yes. Participants learn how to build, deploy, monitor, and manage intelligent no-code agents.

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 collaboration, automate repetitive tasks, reduce operational overhead, increase productivity, and accelerate decision-making through intelligent workflow automation.