Cloud Sparks Google AI Integration for General Workflows Training

Duration: **3 Day**

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This course equips professionals with practical skills to use Google AI tools; Gemini, Gemini Notebook, and Gemini Enterprise to improve daily workflows. Learners will discover how to enhance communication, generate content, and analyse data using Gemini, securely synthesise information with NotebookLM, and automate routine tasks with Gemini Enterprise. The course also covers ethical implementation of AI-driven solutions to streamline operations and boost productivity. Optional appendices provide further guidance on custom content generation and unified data synthesis.

Prerequisites

- Basic Google Apps familiarity
- Google Workspace skills
- Gemini familiarity
- Basic Gemini Notebook skills
- General business terminology
- Understanding of common work processes

Target Audience

This course is designed for:

- Project managers
- Team leads
- Marketing managers
- HR business partners
- Business analysts
- Operations specialists
- Product managers
- Senior individual contributors
- Strategists
- Content creators
- Administrative professionals
- Any professional seeking to enhance their daily productivity with AI

What You Will Learn

By the end of this course, learners will be able to:

- Utilise Gemini to enhance meeting productivity, report drafting, and data analysis
- Leverage Gemini Notebook to securely query and synthesise information from diverse sources for building knowledge hubs and generating insights
- Automate routine administrative tasks and complex workflows using Gemini Enterprise
- Apply effective prompt structures and techniques for AI models
- Integrate Gemini Notebook and Gemini for comprehensive data synthesis and actionable report generation
- Design and apply custom Gems for tailored content and workflow automation (optional)
- Assess the reliability and accuracy of AI-generated insights

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