AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition

Category: AI, Data & Analytics | **Vendor:** Google Cloud

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This one-day interactive course introduces participants to the fundamentals of Artificial Intelligence (AI) through the lens of Google Gemini and Google Workspace. Learners explore what AI is, how Gemini works as Google’s multimodal AI system, and how it integrates seamlessly into everyday Workspace tools such as Docs, Sheets, Slides, Gmail, and Meet. Participants will gain hands-on experience crafting effective prompts and applying AI capabilities directly within Workspace apps to boost productivity, creativity, and collaboration. In the afternoon, learners put their new skills into practice through a guided Prompt-a-Thon, working in teams to solve real-world challenges using Gemini and Workspace. The session encourages experimentation, iteration, and responsible AI use.

About This Course

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Who Should Attend

- Professionals who use Google Workspace and want to integrate AI into their daily work.
- Non-technical staff seeking to understand and apply AI concepts practically.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy and Google Workspace familiarity.
- Access to Google Gemini and Workspace apps.
- No AI or coding experience required.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Define AI and explain its role in modern productivity. Describe what Google Gemini is and how it integrates across Google Workspace. Identify when and how to use Gemini within Gmail, Docs, Sheets, Slides, and Meet. Apply prompting techniques to generate and refine outputs effectively within Gemini and Workspace tools. Collaborate using AI to solve real-world workplace challenges. Reflect on ethical considerations such as bias, privacy, and responsible AI use.

Detailed Course Outline

1 - Welcome & Course Overview

- Instructor introductions
- Course objectives and daily agenda
- Prompt-a-Thon preview

2 - Introduction to AI Concepts Overview

- What is Artificial Intelligence?
- Common AI terms (LLMs, tokens, context, hallucinations)
- Examples of AI in the workplace
- The evolution of AI assistants and productivity tools

3 - Introduction to Google Gemini

- What is Google Gemini and how it works
- Gemini’s multimodal capabilities (text, image, data)
- Gemini vs. other AI tools (overview)
- Live demo: Exploring Gemini Chat interface
- Accessing Gemini via Gemini App and Workspace integration tools

4 - Gemini in Google Workspace

Hands-on exploration of Gemini integration across Workspace tools:

- **Gmail:** Drafting and summarizing emails
- **Docs:** Creating content, rewriting, summarizing, and ideation
- **Sheets:** Data generation, analysis, and formula support
- **Slides:** Creating and designing presentations
- **Meet:** Using Gemini for meeting notes, summaries, and follow-ups
- Guided mini-exercises within each app

5 - Prompting Fundamentals in Gemini

- What is prompting and why it matters
- Anatomy of an effective Gemini prompt
- Prompt types and examples:
  - Instructional
  - Role-based
  - Contextual / few-shot
  - Chain-of-thought
  - Refinement / iterative
  - Creative prompts
- Practice activity: Designing and testing prompts in Gemini Chat app

6 - Transition to Prompt-a-Thon

- Overview of Prompt-a-Thon process and objectives
- Team setup and role assignments

7 - Kickoff & Instructions

- Review Prompt-a-Thon goals and rules
- Focus on problem-solving using Gemini + Workspace

8 - Group Brainstorming

- Identify workplace challenges (e.g., workflow automation, communication bottlenecks, reporting)
- Select one challenge per group

9 - Prompt Design & Testing

- Teams create and refine prompts in Gemini and Workspace tools
- Test Gemini’s output and iterate on prompt effectiveness
- Capture examples of before/after outputs

10 - Build a Mini Presentation

- Create a short presentation in **Google Slides** summarizing:
  - The problem identified
  - Prompting strategy and iterations
  - Key results or prototype solution

11 - Presentations & Wrap-Up

- Team presentations and peer feedback identified
- Facilitator highlights best practices identified
- Group reflection on ethical AI use identified
- Closing discussion and key takeaways identified

Frequently Asked Questions

Q: What delivery options are available for AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition?

Yes, we provide corporate training, dedicated training, and closed classes for AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your AI Fundamentals with Prompt-a-Thon – Google Gemini & Google Workspace Edition training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

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