



Advanced Gemini Course Syllabus

In this advanced Gemini course, you move beyond basic AI use and learn to design repeatable workflows that save time and reduce manual effort, including how to build custom Gems that act as digital assistants delivering consistent, task-specific support across your teams. You will learn to automate complex, multi-step processes across Gmail, Docs, Sheets, Slides, and Meet, and turn large datasets into executive-ready insights using advanced analysis and narrative generation. The course shows you how to customize AI using your organization's own content to improve accuracy and produce context-aware results, and how to enforce brand voice, formatting, and business rules through AI-driven templates. You will also develop skills to support faster decision-making with AI-generated summaries, trend analysis, and scenario insights, while equipping your teams with scalable solutions that increase productivity without requiring technical expertise. Find out how to establish governance, security, and verification practices for responsible AI use and improve collaboration using shared Gems and standardized workflows across departments.

The Gemini Workflow Architecture

- Moving beyond prompts to automation: Moving from reactive assistance to proactive automation.
- Process Mapping: Identifying high-value "AI-ready" tasks within existing business processes.
- Architectural Logic: Choosing between standard prompts, reusable templates, and autonomous Gems.
- Designing for Scale: Building lightweight, efficient workflows that minimize unnecessary processing.

Creating Reliable, Repeatable, and Accurate Results with Gemini

- Handling Failure Modes: Identifying hallucination patterns, edge cases, and multimodal inconsistencies.
- Stress-Testing: Techniques for validating Gemini's reasoning and grounding accuracy.
- Chain-of-Thought & Chaining: Building multi-step logic flows and complex reasoning frameworks.
- Structured Control: Using parameters to ensure consistent data.

Custom Gems for customized AI assistance

- Designing an AI "Expert": Writing high-fidelity system instructions with strict behavioral guardrails.
- Enterprise Grounding: Deep dive into connecting Gems to Google Drive, shared repositories, and document sets.
- Managing Gems: Managing version control, updates, and retirement of specialized AI personas.
- Collaborative Gems: Deploying and managing shared Gems across departments while maintaining consistency.

Advanced Gemini Automation

- Cross-App Automation: Bridging Gmail, Docs, Slides and Meet for end-to-end project lifecycles.
- Data Validation in Sheets: Using Gemini to clean, standardize, and validate large datasets for analysis.
- Beyond the Spreadsheet: Using AI for large-scale enterprise data insights.
- Visualizing Insights: Rapid iteration of executive briefings and narratives driven by validated data.



Gemini Security and Integrity

- **Data Sovereignty:** Understanding Workspace privacy tiers and protecting sensitive organizational IP.
- **Ethical Considerations:** Navigating content ownership, attribution, and industry-specific regulatory requirements.
- **Human-in-the-Loop (HITL):** Designing verification pipelines where AI performs the work but humans hold the "audit" key.

Scaling Gemini Across the Organization

- **Change Management:** Strategies for overcoming resistance and driving AI literacy in non-technical teams.
- **Measuring Success:** Establishing KPIs for AI-driven productivity, quality gains, and ROI.
- **Training Frameworks:** Building "Gem Libraries" and peer-to-peer support systems such as Google Guides.
- **Integration Strategy:** Knowing when to rely on Workspace and when to involve IT for deeper API integrations.