

Course No. 1182

Google Gemini Training Course

**GENERATIVE AI
ARTIFICIAL INTELLIGENCE & APPLICATIONS**

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Google Gemini Training Course is a comprehensive professional development program designed to equip executives, managers, specialists, and business professionals with the knowledge and practical skills required to effectively use Google Gemini in modern business environments. As Generative Artificial Intelligence continues to reshape digital transformation across industries, Google Gemini has emerged as a powerful AI assistant capable of supporting content creation, data analysis, research, collaboration, decision-making, workflow automation, and business productivity. This course provides participants with a practical understanding of Google Gemini's capabilities while emphasizing secure, responsible, and value-driven enterprise implementation.

Government entities, ministries, public sector organizations, banks and financial institutions, oil and gas companies, healthcare providers, educational institutions, manufacturing organizations, consulting firms, and multinational corporations are increasingly exploring Google Gemini to streamline operations, accelerate research, improve documentation, automate administrative work, enhance communication, generate business insights, and strengthen knowledge management. Successfully leveraging Google Gemini requires more than technical familiarity; organizations must understand prompt engineering, governance, AI ethics, cybersecurity, privacy, and implementation best practices to maximize business value while minimizing operational risks.

Throughout this course, participants will gain hands-on experience using Google Gemini across Google Workspace applications and enterprise business scenarios. The program covers prompt engineering, AI-assisted writing, document creation, spreadsheet analysis, presentation development, email management, meeting support, research acceleration, knowledge management, business planning, project collaboration, workflow optimization, and productivity enhancement. Participants will also explore responsible AI, enterprise governance, regulatory compliance, cybersecurity, data privacy, intellectual property considerations, AI risk management, and organizational readiness for AI adoption.

The Google Gemini Training Course combines practical workshops, business case studies, interactive exercises, and internationally recognized best practices to help organizations confidently integrate AI into everyday business operations. By the end of the program, participants will be able to improve organizational productivity, enhance collaboration, automate repetitive knowledge work, strengthen decision-making, and contribute to successful enterprise AI adoption that supports innovation, operational excellence, and long-term digital transformation.

Objectives

- Analyze the capabilities and enterprise applications of Google Gemini.
- Develop practical skills for using Google Gemini across business functions.
- Evaluate opportunities to integrate Google Gemini into organizational workflows.
- Apply prompt engineering techniques to generate accurate and effective business outputs.
- Design AI-assisted workflows that improve productivity and collaboration.
- Improve business communication, documentation, research, and content development using Google Gemini.
- Strengthen understanding of responsible AI, governance, cybersecurity, and data privacy.
- Implement best practices for evaluating and validating AI-generated outputs.
- Assess organizational readiness for enterprise AI adoption using Google Gemini.
- Align Google Gemini implementation with digital transformation, innovation, and strategic business objectives.

Who Should Attend

This course is designed for executives, senior managers, department managers, digital transformation leaders, innovation managers, project managers, IT managers, operations managers, business analysts, consultants, communication professionals, marketing specialists, HR professionals, customer service managers, learning and development professionals, administrative staff, and decision-makers seeking to improve business performance using Google Gemini.

The program is equally valuable for professionals working in government entities, ministries, public sector organizations, banks and financial institutions, oil and gas organizations, healthcare providers, manufacturing companies, educational institutions, telecommunications companies, consulting firms, logistics organizations, and multinational corporations implementing AI-powered workplace transformation.

Professionals responsible for strategy, finance, procurement, legal services, governance, compliance, internal audit, enterprise transformation, quality management, project delivery, customer experience, business operations, and knowledge management will benefit from the practical frameworks and implementation methodologies presented throughout the course.

Learning Outcomes

- By the end of this course, participants will be able to:
- Explain Google Gemini capabilities and enterprise business applications.
- Apply effective prompt engineering techniques to improve AI-generated results.
- Use Google Gemini to create professional documents, presentations, reports, and communications.
- Improve business research, planning, and knowledge management using AI assistance.
- Evaluate AI-generated outputs for quality, relevance, and reliability.
- Apply responsible AI principles while protecting confidential organizational information.
- Integrate Google Gemini into business workflows to improve operational efficiency.
- Support enterprise adoption of AI technologies using structured implementation approaches.
- Identify suitable AI use cases across organizational departments.
- Contribute to digital transformation initiatives through effective use of Google Gemini.

Course Outline

DAY 01

Introduction to Google Gemini

- Introduction to Google Gemini and Generative AI
- Google AI ecosystem and business capabilities
- Enterprise use cases across industries
- Business value and productivity improvement

PRACTICAL

Practical workshop on identifying Google Gemini opportunities

DAY 02

Prompt Engineering and AI Productivity

- Fundamentals of prompt engineering
- AI-assisted business writing and communication

DAY 02 — CONTINUED

- Content development and document creation
- Research, brainstorming, and knowledge management

PRACTICAL EXERCISE ON DEVELOPING PROFESSIONAL PROMPTS

DAY 03

Google Gemini Across Business Functions

- Google Gemini for business operations
- AI support for project management and decision-making
- Data analysis and reporting
- Responsible AI, governance, cybersecurity, and privacy

WORKSHOP ON EVALUATING ENTERPRISE AI SCENARIOS

DAY 04

Enterprise AI Implementation

- Organizational readiness assessment
- AI-assisted workflow optimization
- Change management and workforce adoption
- Measuring productivity improvements and business value

PRACTICAL

Practical workshop on designing a Google Gemini implementation roadmap

DAY 05

Building an AI-Enabled Organization

- Future developments in Google Gemini and Generative AI
- Scaling AI across enterprise operations

DAY 05 — CONTINUED

- International best practices for enterprise AI adoption
- Continuous improvement through AI-driven innovation

FINAL WORKSHOP

Final workshop involving the development of a comprehensive Google Gemini implementation strategy integrating prompt engineering, workflow optimization, enterprise governance, responsible AI, cybersecurity, privacy, organizational readiness, change management, performance measurement, and continuous improvement to maximize productivity, operational excellence, innovation, digital transformation, and sustainable organizational success.

Register or Request More Information

Course page: <https://quest-training.com/courses/google-gemini-training-course>

Website: <https://quest-training.com>

Email: info@quest-training.com

Phone: +905016771440