

Google Gemini Training Course

Master Gemini and Google's AI tools in a day

Course Dates

Please note: This course is currently only available [in-house](#)

Google's Gemini platform has rapidly become one of the most powerful and widely used AI tools. With the release of Gemini 3, it now offers faster performance, deeper reasoning and new multimodal capabilities, spanning text, images and video.

This one-day live online workshop will give you the knowledge and confidence to use Gemini effectively in your work. You'll explore its strengths and limitations, learn how to structure good prompts and processes, and see how it connects with Google Workspace, NotebookLM, AI Studio and creative tools including Nano Banana (for image creation) and Veo 3 (for short video).

The course is designed to be highly practical, with live demonstrations and exercises you can adapt immediately for your own role.

Course Programme

Getting Started With Gemini

- What Gemini 3 is, and how it compares with other AI tools
- Where it can add the most value in day-to-day work
- Understanding its strengths and current limitations
- Use cases for the different Gemini models

Prompting And Productivity

- How to write prompts in Gemini, that deliver better results
- Practical steps to refine, review and improve outputs
- Simple techniques for accuracy and reliability

Gemini In Google Workspace

- Using Gemini within Gmail, Docs, Slides and Sheets
- Summarising, drafting and refining work inside familiar apps
- Quick wins for communication, analysis and reporting

Using NotebookLM & AI Studio

- What is NotebookLM and getting to grips with its hidden powers
- Using NotebookLM to make sense of reports, decks or notes
- Creating AI-powered notebooks and summaries
- Exploring AI Studio as Google's environment for experimenting with new models and workflows

Working With Images and Video

- Nano Banana for creating consistent visuals and editable images
- Veo 3 for generating short, professional video clips with audio
- Practical creative use cases for campaigns, pitches and content

Working Safely And Effectively

- Building good AI habits in your team
- Guardrails to reduce risk of errors and misinformation
- Next steps for embedding Gemini into daily practice

Benefits

Following this training course, you will understand:

- ✓ How to get the best out of Google Gemini LLM
- ✓ Where Gemini can add tangible value to your business workflows
- ✓ Use cases for Gemini for you and/or your team
- ✓ The framework for effective prompting in Gemini
- ✓ How to maximise Gemini within Google Workspace
- ✓ How to use NotebookLM as a research tool
- ✓ How Nano Banana and Veo 3 can maximise your multimodal output
- ✓ What is Google AI Studio and how to get the best out of it

All attendees receive certification and digital copies of course materials.

Audience

The Google Gemini course is ideal for:

- Marketers, designers and content creators looking to enhance their output with AI
- Communications and digital professionals exploring AI-powered workflows
- Business leaders and managers who want a practical understanding of Gemini's capabilities
- Anyone interested in making their work faster, more creative and more effective using Google's AI tools

We recommend that attendees have access to Gemini prior to the course.

What people say