AI Adoption Build Series: Prompting to Productivity using Gemini

ANI_227 | Expert-Led Live | Automation and Insights | Expert
Course Duration: 1 day

This hands-on, instructor-led workshop introduces the fundamentals of Generative AI and advanced Gemini prompting. Through guided demos and structured exercises, participants will learn about prompting and its advanced techniques. Learners will explore how Gemini enhances productivity across Google workspace.

Intended Audience

General business users, operational teams, and anyone interested in learning how to safely and effectively leverage Generative AI and Gemini to improve daily work.

Objectives

After completing this course, the learner will be able to:

- Explain the fundamentals of Generative AI and Gemini
- Mastering core prompt quality: intent, context, and constraints.
- Design high-quality prompts for reliable and useful outputs
- Learn advanced prompting techniques for complex reasoning.
- Understanding multistep prompting techniques using Gemini.
- Apply responsible AI practices in day-to-day operational use.
- Leverage Gemini for productivity across the Google Workspace ecosystem.

Outline

1. Introduction to GenAI and Prompting
1.1 What is Generative AI?
1.2 How prompting works
1.3 Prompt quality: Intent, context, constraints
1.4 Structured output, tone & style control
1.5 Iterative prompting
Exercise: Gemini Hands-on
Exercise: Prompt Playground
Exercise: Prompting Do’s & Don’ts

2. Designing Effective Prompts with Advanced Techniques
2.1 Zero?Shot Prompting Technique
2.2 Few?Shot Prompting Technique
2.3 Chain?of?Thought Based Prompting Technique
2.4 Persona Based Prompt
Exercise: Zero?Shot Prompting Technique
Exercise: Few?Shot Prompting Technique
Exercise: CoT Based Prompting Technique
Exercise: Persona Based Prompt

3. Multi-Step Prompting Technique
3.1 Meta prompting
3.2 Task decomposition
3.3 Prompt chaining
3.4 Reflective prompting
Exercise: Multi step prompting Technique

4. Gemini Productivity Lab
Exercise: Gemini for Docs: Document Creation Lab
Exercise: Gemini for Sheets: Data Insights Lab
Exercise: Gemini for Slides: Presentation Lab
Exercise: Gemini for Gmail: Communication Lab

Wrap-up and Discussion

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