AI Adoption Build Series: Boosting Productivity with Gemini Gems

ANI_315 | Expert-Led Live | Automation and Insights | Expert
Course Duration: 1 day

This hands-on workshop equips cross?functional teams with the skills to build and use no?code Gemini Gems and GenAI-powered workflows. Moving beyond basic chat, participants will master Gemini Gems, contextual grounding with relevant files to solve complex, domain-specific challenges. Through guided demos, structured exercises, and real-world examples, participants learn how GenAI applications like Gemini Gems can streamline communication, automate repetitive tasks, enhance productivity, and improve decision?making. Whether the goal is summarizing documents, generating insights, drafting communications, or automating routine tasks, this workshop delivers the skills and confidence needed to thoughtfully leverage GenAI in everyday work.

Intended Audience

Professionals across operations, analysis, technical roles, business functions, and support teams who want to apply GenAI and Gemini Gems to improve productivity, decision?making, and workflow efficiency.

Objectives

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

- Understand common AI terms used at work.
- Use prompts that produce reliable, task-ready outputs.
- Build simple, no?code Gemini Gems that automate common tasks.
- Combine information across documents for accuracy.
- Automate network?related knowledge workflows.
- Use AI safely and appropriately at work.
- Save, share, and reuse custom-built Gems across teams to enable consistent adoption.

Outline

1. Getting Started with Gemini Gems
1.1 What Gemini Gems are (and why they matter)
1.2 Designing a high-value Gem use case
1.3 Prompt engineering for Gems
Exercise: Explore pre-built Gems
Exercise: Prompt playground

2. Ground Gems with Your Data
2.1 Why grounding matters
2.2 Types of sources, data quality and security basics
Exercise: Build a Gemini Gem
Exercise: Test queries: With 1 data source vs. without grounding
Exercise: Evaluate: Accuracy, relevance, and debug common issues

3. Building a Functional Gemini Gem
3.1 Domain-specific Multi?File use cases
3.2 Retrieval concepts: similarity, context limits, ranking
3.3 Search criteria and prompt tuning Exercise: Multi?File Context Gem
Exercise: Retrieval scenarios
Exercise: Search and Prompting

4. Automating Work Tasks with Gemini Gems
4.1 Workflow automation concepts
4.2 Prompt pipelines for data workflows
4.3 Ethical considerations and responsible AI practices
Exercise: Build a Process Workflow Gem
Exercise: Testing strategies and improving outputs
Exercise: Play with different Gemini Gems

Wrap-Up and Discussion

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