

Google Gemini training for business teams.

Teams working in Google Workspace, or with approved Gemini accounts, who brief, research and write across Docs, Gmail and Drive.

Half-day workshop	3.5 hours, 6 to 16 people, from USD 4,500
Full-day workshop	6.5 hours, 6 to 16 people, from USD 7,500
Department program	4 to 6 weeks, several workflows, from USD 18,000

Prices in USD. Remote or onsite, worldwide. Licences, taxes and travel are quoted separately.

What your team will be able to do

- Use Gemini in Docs, Gmail and Drive with the right context.
- Keep approved facts, creative suggestions and open questions apart.
- Ground answers in a source pack, with NotebookLM where it is approved.

What the session covers.

01	**Campaign brief**	Turn product notes into a brief that labels facts, suggestions and questions.
02	**Docs and Gmail**	Draft from Drive files and check every claim against the source.
03	**NotebookLM module**	Ask grounded questions of a source pack and follow each citation (full day, where approved).
04	**Reusable task card**	Write the instructions the team will use for the next brief.

Before the session

- A Google Workspace edition with Gemini enabled by your administrator, or approved Gemini app accounts.
- Admin console settings and sharing rules confirmed before the session.
- A worked example source pack in an approved Drive folder. No coding needed.

What you leave with

- Environment-specific learning brief
- Reusable task card
- Research and briefing pack
- Follow-up review plan

How it runs

- Prepare: agree roles, tool access, safe material and the expected output.
- Practise: work a realistic task, check it and revise it.
- Apply: choose a bounded workplace trial with a named reviewer.
- Review: assess quality and independence before expanding use.

Questions buyers ask.

Tell us the task your team should do better.

We reply with a recommended format, a draft agenda and a quote for your team.

Discuss training for your team

paloren.ai/training/gemini