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Beyond Prompting - Practical AI Workflows with Gemini

Turn confident AI use into consistent, repeatable business results.

FA-0830 · 1 day

Agentic & Generative AI · AI for Leaders & Business

Build repeatable Gemini workflows for research, document comparison and reusable assistants, with evidence checks and human review.

Introduction

Effective prompting is a starting point. The greater opportunity is to connect individual AI interactions into a reliable way of completing work, from gathering information and comparing evidence to developing recommendations and reviewing the final output.

Designed for professionals who already use Gemini confidently, this intermediate course develops practical methods for handling demanding tasks across departments. Participants use research, document analysis and custom assistants while structuring context, establishing quality criteria and retaining human judgement. The emphasis is on transferable workflows that can also support a move to Microsoft 365.

Learning outcomes

By the end of this course, participants will be able to:

- Break a business task into a structured AI-assisted workflow.
- Assemble relevant context, source materials and output requirements.
- Research and synthesise information while checking supporting evidence.
- Create a reusable Gem in an approved Google Workspace account for a recurring business task.
- Evaluate outputs for accuracy, completeness and suitability.
- Document a workflow for reuse across AI platforms.

Prerequisites

- Hands-on Gemini experience, including independently writing prompts, refining responses and producing work-related outputs.
- A laptop with an updated browser and internet access.
- An organisation-approved Google Workspace account with Gemini file analysis, Deep Research and Gems enabled.

Training outline

1. From Individual Prompts to Repeatable Workflows

1. Task decomposition and workflow sequencing
2. Inputs, outputs and acceptance criteria
3. Human review and decision points

2. Context and Evidence Preparation

1. Source selection and context organisation
2. File analysis and cross-document comparison
3. Missing information and conflicting evidence

3. Research and Business Synthesis

1. Deep Research planning and refinement
2. Source credibility and claim verification
3. Findings, recommendations and audience adaptation

4. Reusable Assistants with Gems

1. Purpose, instructions and reference materials
2. Output structure and quality standards
3. Testing and instruction refinement

5. Workflow Quality and Portability

1. Accuracy, completeness and consistency checks
2. Confidentiality and approved information use

3. Reusable workflow documentation
4. Transfer to other AI platforms

Disclaimer

This course outline is intended as a guideline. The trainer reserves the right to amend, substitute or reorganise its content, sequence and delivery approach at his discretion, without prior notice, to accommodate participant needs, available technology and training objectives.

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