

Google Workspace Productivity and Collaboration

Email, files, documents, meetings and everyday workflows

FA-0674 · 2 days

Others

Introduction

A two-day practical introduction to everyday collaboration with Google's email, calendar, file and document tools. Use a prepared team scenario to organise information, collaborate on documents, plan meetings and collect simple form responses.

Personal Google accounts and organisation-managed Workspace accounts have different controls and entitlements. Shared drives, meeting features and administration topics are demonstrated only where the arranged edition, permissions and policies support them.

Learning outcomes

- Organise email and calendars using selected search, scheduling and sharing features.
- Create, organise and share files with an appropriate access level.
- Collaborate on documents, a small spreadsheet and a presentation using comments and history.
- Use available meeting, task, note and chat tools in a bounded team workflow.
- Create a simple form and explain introductory account, privacy and administrator responsibilities.

Prerequisites

- Basic computer, browser and email literacy.

- An arranged Google account and access to the applications used in practice.
- Organisation-only controls are demonstrations; administrative privileges are not required.

Training outline

1. Day 1 — Accounts, Communication and Shared Documents

Account Types and the Workspace Environment

- Overview of the Google Workspace ecosystem
- Subscription tiers and included apps
- Google account types and management

Gmail and Calendar

- Advanced inbox organization (labels, filters, categories)
- Available assisted writing, search operators and email scheduling
- Selected supported integrations with Calendar, Tasks and notes

3. Calendar for Strategic Scheduling

- Creating and managing events
- Using multiple calendars
- Sharing calendars and setting permissions
- Notifications, availability and organisation-managed room/resource booking where available

Drive and Collaboration

- Understanding Drive structure (My Drive vs Shared Drives)
- Uploading, organizing, and sharing files and folders
- Version history and file recovery
- File access permissions and security settings

5. Real-time Collaboration with Google Docs, Sheets, and Slides

- Document creation and formatting

- Sharing and commenting features
- Version control and revision history
- Real-time collaboration and simultaneous editing
- Advanced tools in Sheets (formulas, charts, filters)
- Creating professional presentations with Slides

Practise with non-sensitive teaching files and explicit sharing permissions. Shared drives are organisation-owned team storage, not a feature that every personal account can create.

2. Day 2 – Meetings, Organisation, Forms and Team Practice

Meet and Team Communication

- Scheduling and launching meetings
- Participant controls and breakout rooms where the arranged account supports them
- Sharing screens and collaborative tools
- Recording and transcripts: permission, edition, consent and storage considerations; demonstration where available

7. Productivity and Organization Tools

- Google Tasks: Creating and managing to-dos
- Google Keep: Notes and checklists with collaboration
- Using Google Chat for team communications
- Workspace add-ons: purpose, access permissions and availability

Mobile Use and Forms

- Syncing Workspace with mobile devices
- Managing files, emails, and meetings on-the-go

9. Google Forms for Surveys and Data Collection

- Designing and customizing forms
- Sharing and collecting responses
- Integrating with Sheets for analysis

Administration Awareness

- User and group management
- Setting up roles and permissions
- Security and compliance features
- Monitoring usage and activity logs

Distinguish end-user settings from managed-organisation administration. User provisioning, audit access and compliance controls depend on the edition and assigned role.

Integrated Workflow and Review

- Email and calendar hygiene for teams
- Creating templates and reusable assets
- Illustrative team workflows using non-sensitive teaching data
- Security and privacy do's and don'ts

Complete a small shared-document/calendar/form workflow. Tasks and Keep support organisation; they are not by themselves workflow-automation platforms. Evaluate an add-on's permissions and suitability before use.