

Enhancing Your Productivity with Google Workspace & Gemini

Duration: 2 Days

Time: 9:00 AM - 5:00 PM

Mode: Physical/Virtual

**CONTACT US
FOR PRICING!**

**Terms & Conditions Apply*

Overview

This two-day interactive course helps participants boost productivity by mastering Google Workspace tools and Gemini, Google's AI-powered assistant.

Participants will learn to streamline workflows, collaborate efficiently, and automate everyday tasks using Docs, Sheets, Slides, Drive, Calendar, and Gemini.

Real-world projects and guided exercises make the learning practical and workplace-ready.

Instructor-Led



TRAINER
Fahim Zulkafli

Learn with 24co today!



Course Objectives:



- Use Google Workspace tools to create, manage, and collaborate on documents.
- Boost productivity with Gemini for content, summaries, and data insights.
- Apply skills in a final project simulating real workplace tasks.

Course Outline

[DOWNLOAD COURSE DETAILS](#)



Day 1

Module 1 — Mastering Google Docs

Module 2 — Intermediate Google Sheets Skills

Module 3 — Designing Impactful Presentations with Google Slides

Module 4 — Google Drive for Smart File Management

Module 5 — Managing Schedules with Google Calendar

Module 6 — Enhancing Productivity with Gemini

Module 7 — Final Project: Real-world Workflow Integration



Why Take This Course?

Google Workspace with Gemini



At the end of the session, you will:

- Confidently use Google Workspace and Gemini to manage and automate tasks.
- Collaborate and communicate effectively across shared platforms.
- Integrate AI into daily workflows for faster, smarter decision-making.

Target Audience

- New users of Google Workspace and digital productivity tools.
- Professionals seeking to improve efficiency through smart collaboration and AI.
- Teams transitioning to cloud-based workflows with automation potential.

Bring Your Own Device

Participants are required to bring their own laptop or tablet for the class.



Hear from Our Customers

Testimonials & Feedbacks

[Read All Testimonials →](#)

Interested?

Request This Course With Us Today!

Scan the QR code or register via: <https://twenty-four.io/contact/>



Contact Us

 adam@twenty-four.io
 +60 17-242 4053 (Adam)

Terms and Conditions

1. **Pricing Details:** Contact us for pricing information.
2. **Certificate of Completion:** Certificates are awarded to participants who complete the sessions.
3. **Course Materials:** All materials provided are strictly for personal use and must not be reproduced.



Twenty-Four Consulting PLT (202404000540)

No. 8, Jalan Yap Kwan Seng,
31st Floor, Menara Ambank
50450 Kuala Lumpur
hello@twenty-four.io



twenty-four.io