

# **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 Al-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

#### **Course Objectives:**



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

# Learn with 24co today!







## **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

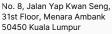
Module 7 — Final Project: Real-world Workflow Integration

Twenty-Four Consulting PLT (202404000540)









### Why Take This Course?







Google Workspace with 

◆ Gemini



# At the end of the session, you will:

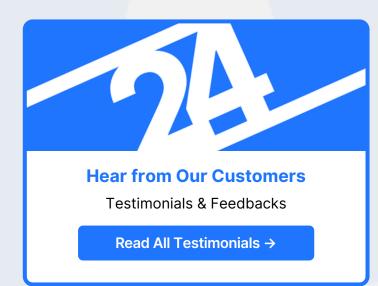
- Confidently use Google Workspace and Gemini to manage and automate tasks.
- Collaborate and communicate effectively across shared platforms.
- Integrate Al into daily workflows for faster, smarter decision-making.

#### **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.



# Interested?

# **Request This Course With Us Today!**

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



#### **Contact Us**



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#### **Terms and Conditions**

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











