



# MASTER YOUR DIGITAL SKILLS

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Harnessing the power of Gemini for  
Google Workspace to drive your  
business forward

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Co-funded by  
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# COURSE OVERVIEW

This course focuses on harnessing the power of Gemini (formerly Duet AI) as your always-on AI assistant within Google Workspace.

Gemini is an AI-driven tool integrated seamlessly into Gmail, Docs, Sheets, and other Google applications, providing a smarter, more efficient experience.

With its enterprise-grade security and privacy features, Gemini helps streamline tasks, improve productivity, and enhance collaboration across workflow.



## OUR GOALS

1. Learn the benefits of Google Workspace.
2. Discover how to use Gemini to streamline tasks and inspire creativity within apps like Gmail, Docs, and Sheets.
3. Understand the options for getting started with Google Workspace and accessing the Gemini add-on to use AI tools in your workflows.

# COURSE DESCRIPTION

This course is all about understanding and using Gemini (formerly Duet AI) as your always-on AI assistant across Google Workspace.

## Main topics

- Benefits of switching your business to Google Workspace.
- How Gemini for Google Workspace, integrated within Workspace apps like Gmail, Docs, Sheets, and more, can help users increase productivity and spark creativity.
- Signing up for free trials of Google Workspace and Gemini add-on. *(Please note that to sign up for a Gemini add-on, you need an existing Workspace plan).*

# COURSE INFO

<b>Location</b>	<b>Zoom</b>
<b>Date</b>	<b>26 Nov. 2024</b>
<b>Time</b>	<b>13:00-16:00 CET (14:00-17:00 Cyprus time)</b>
<b>Duration</b>	<b>3 hours</b>
<b>Cost</b>	<b>Participation is fully funded by the European Union, under the Level Up Project</b>



## Christina Shailas

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Christina Shailas is an education technology specialist and Founder CEO of Gear Education, a Cyprus-based education technology firm offering consulting, technology solutions, technical services, and training to educational institutions and organizations. Amongst their noteworthy partnerships with industry leaders, Gear Education is Cyprus' first Google for Education partner. Christina is a Google for Education Certified Educator Level 2. Born and raised in New York City, Christina holds a Bachelor's degree from New York University (NYU) and a Master's degree from Columbia University.





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