

Course Name : GEMINI NOTEBOOK TRAINING MALAYSIA
Duration : 1 Day (Physical Classroom / Virtual Live Instructor)
Skill Level : Beginner

COURSE DESCRIPTION:

This hands-on, one-day course introduces participants to Gemini Notebook (formerly NotebookLM), an AI-powered research and knowledge management tool for working with documents, websites, reports, and other information sources. Designed for beginners, the course guides participants through a source-grounded AI workflow—from collecting and organizing information to asking questions, analyzing content, generating insights, and creating useful outputs.

Throughout the course, participants will gain practical experience creating notebooks, organizing sources, asking source-grounded questions, summarizing information, comparing sources, discovering insights, and generating AI-assisted outputs. By the end of the training, participants will understand the Collect → Organize → Ask → Analyze → Generate → Share workflow and will have hands-on experience building an AI-powered knowledge hub.

WHAT WILL YOU LEARN?

In this course, participants will learn how to use Gemini Notebook to transform documents and information sources into structured knowledge and actionable insights. They will learn to create notebooks, organize sources, ask effective questions, verify citations, summarize information, compare sources, and deepen their research using natural-language prompts.

Participants will also gain practical experience generating briefs, FAQs, study guides, learning materials, audio and visual outputs, and other useful content from trusted sources. The course concludes with a hands-on project where participants will build and share a Gemini Notebook knowledge hub, providing practical experience of the complete AI-powered research workflow.

PREREQUISITE:

Beginners. No prior AI, programming, or technical experience is required. Participants should have basic computer and internet skills. A laptop with internet access and a Google account with access to Gemini Notebook are required for the hands-on exercises.

METHODOLOGY:

This program will be conducted with interactive lectures, PowerPoint presentations, discussions, and practical exercises. This course can be conducted as instructor-led (ILT) or virtual instructor-led training (VILT).

JOB SCOPE:

Upon completion of this course, candidates may gain skills applicable to roles and activities such as:

- AI Research / Knowledge Management Executive
- Learning & Development / Training Professional
- Research, Content & Business Insights Executive

MODULE 1: INTRODUCTION TO GEMINI NOTEBOOK & AI-POWERED RESEARCH

- Introduction to Generative AI and source-grounded AI
- What is Gemini Notebook (formerly NotebookLM)?
- Where Gemini Notebook can be used in business, research, and learning
- Exploring the Gemini Notebook interface and workspace
- Creating your first AI-powered notebook

MODULE 2: CREATING NOTEBOOKS & WORKING WITH SOURCES

- Creating and organizing notebooks for different projects
- Adding documents, websites, reports, and other supported sources
- Organizing source material for better AI responses
- Understanding source grounding and citations
- Source preparation, quality, and best practices

MODULE 3: ASKING QUESTIONS & GETTING SOURCE-GROUNDED ANSWERS

- Writing effective questions and prompts for research
- Asking factual, comparative, analytical, and exploratory questions
- Getting answers grounded in uploaded and connected sources
- Using citations to trace answers back to source material
- Following up and refining questions to deepen understanding
- Recognizing limitations and verifying important information

MODULE 4: SUMMARIZING, ANALYZING & DISCOVERING INSIGHTS

- Summarizing long documents and complex source material
- Comparing information across multiple sources
- Identifying key themes, patterns, differences, and insights
- Extracting important facts, action items, and recommendations
- Turning research findings into clear, structured knowledge

MODULE 5: GENERATING AI-POWERED CONTENT & LEARNING MATERIALS

- Generating executive summaries, briefs, and reports
- Creating FAQs, study guides, and learning materials
- Producing outlines, notes, and structured knowledge assets
- Adapting outputs for different audiences and purposes
- Reviewing generated content against original sources
- Improving outputs through iterative prompting

MODULE 6: AUDIO, VISUAL & INTERACTIVE AI FEATURES

- Creating audio-based overviews from source material
- Exploring visual and interactive ways to understand information
- Turning complex content into easier-to-consume formats
- Using AI-generated outputs for learning and presentations
- Selecting the right output format for different use cases
- Responsible use of AI-generated research and learning content

MODULE 7: SHARING, COLLABORATION & RESPONSIBLE AI USE

- Organizing notebooks for practical workplace use
- Reviewing sources, outputs, and citations before sharing
- Sharing notebooks and knowledge outputs with others
- Applying Gemini Notebook to team research and knowledge workflows
- Privacy, confidentiality, copyright, and responsible AI considerations
- Best practices for reliable and trustworthy AI-assisted research

HANDS-ON FINAL PROJECT

Participants will build and organize a practical AI-powered knowledge hub using Gemini Notebook.

Example projects include:

- Policy & Procedure Knowledge Hub
- Research Literature Notebook
- Training Materials Knowledge Hub
- Project & Meeting Insights Notebook
- Product / Customer Research Notebook
- Report Analysis Notebook
- Study & Revision Knowledge Hub

FINAL WORKFLOW: Collect → Organize → Ask → Analyze → Generate → Share

CONCLUSION & Q&A

- Review of key concepts
- Gemini Notebook research and knowledge management best practices
- Next steps in AI-powered research and knowledge management
- Useful learning resources
- Q&A