Course : Gemini Notebook, Advanced

Mastering Literature Review with AI

Practical course - 2d - 14h00 - Ref. NBM

Price : 1430 € E.T.

NEW

This course will help you take your use of Gemini Notebook to the next level so you can analyze, cross-reference, and leverage large volumes of information. You'll learn how to structure advanced workflows, refine your queries, ensure the reliability of your results, and produce high-value deliverables using AI.

Teaching objectives

At the end of the training, the participant will be able to:

- Effectively organize and manage complex, multi-source notebooks
- Analyze and verify the accuracy of information from multiple documents
- Take advantage of Gemini Notebook's advanced features (audio, video, mind maps, tables)
- Produce professional deliverables with high added value
- Set up efficient workflows with Gemini Notebook to boost productivity

Intended audience

Professionals who already use Gemini Notebook or AI tools: trainers, consultants, project managers, analysts, and those in support, communications, and HR roles.

Prerequisites

Have completed an introductory training course on Gemini Notebook, or use the tool regularly.

Practical details

Teaching methods

Discussions, exercises, and hands-on activities.

Course schedule

PARTICIPANTS

Professionals who already use Gemini Notebook or AI tools: trainers, consultants, project managers, analysts, and those in support, communications, and HR roles.

PREREQUISITES

Have completed an introductory training course on Gemini Notebook, or use the tool regularly.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Learn More About Using Gemini Notebook

- A quick review of the basics.
- An in-depth understanding of how AI works in Gemini Notebook.
- Configuration and optimization of source operation.
- Limitations of the tool and potential biases.
- Best Practices for Expert Use.
- Gemini Notebook's Position Within an AI Tool Ecosystem.

Hands-on work

A Critical Analysis of AI-Generated Responses.

2 Organizing Complex, Multi-Source Notebooks

- Advanced Source Organization.
- Management of large volumes of documents.
- Structuring methods to improve the relevance of responses.
- Prioritization and Segmentation of Information.
- Strategies for working on multiple projects at the same time.

Hands-on work

Creating an optimized multisource notebook.

3 Take Advantage of Gemini Notebook's Advanced Features

- Creating and Customizing Audio Overviews.
- Using Video Overviews for Knowledge Transfer.
- Creating and Using Mind Maps.
- Creating and analyzing data tables.
- Selecting the output format based on the business objective.

Hands-on work

Production of various presentation formats based on the same body of documents.

4 Cross-reference, analyze, and verify the accuracy of information

- Cross-referencing multiple documents and sources.
- Identification of inconsistencies and areas of uncertainty.
- Verification and validation of responses.
- Developing a Critical Mindset Toward AI.
- Advanced Methods for Traceability and Source Verification in Gemini Notebook.

Hands-on work

Cross-checking and validating information from multiple sources.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Produce high-quality deliverables with Gemini Notebook

- Creating complex, well-reasoned summaries.
- Organizing reports, analysis notes, and meeting minutes.
- Adapting deliverables to different professional contexts.
- Standardization and reuse of content.
- Implementing workflows to improve efficiency.
- Combining various output formats (text, audio, video, mind maps) into a comprehensive documentation process.

Hands-on work
Production of a complete deliverable based on a real-world case.

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Dates and locations

REMOTE CLASS
2026 : 10 Dec.

2027 : 1 Apr., 1 July, 23 Sep., 9 Dec.

PARIS LA DÉFENSE
2027 : 25 Mar., 24 June, 16 Sep., 2 Dec.