

Gemini Power User

Activating Intelligence for Daily Life and Business

Workshop Overview

Imagine an assistant that anticipates your needs, organizes your research, drafts your content, and automates your workflows. Welcome to the era of the Gemini Power User. This intensive, four-hour workshop is designed for professionals, creatives, and lifelong learners who are ready to transition from casual AI experimentation to masterful orchestration. By the end of this session, you will not just understand Gemini—you will have fundamentally transformed how you approach daily tasks, complex problem-solving, and creative production. Stop reacting to your workload and start activating intelligence.

Our Pedagogical Approach: "I do, We do, You do"

This is a rigorously hands-on experience. To ensure immediate mastery and practical application, every core skill in this workshop follows a proven three-step methodology:

- **I Do:** The instructor demonstrates the capability live, showcasing best practices, edge cases, and hidden features.
- **We Do:** The room collaborates on a guided, shared exercise to navigate the learning curve together.
- **You Do:** You apply the tool to your own real-world scenario with dedicated time for independent experimentation and instructor feedback.

Module 1: Foundations & Core Mechanics (Hour 1)

Focus: Getting comfortable with the ecosystem and mastering the art of the prompt.

In our opening hour, we dismantle the basics and rebuild them for power users. You will navigate the broader ecosystem and learn the structural secrets behind prompts that yield professional-grade results.

- **Ecosystem Overview:** Deep dive into Gemini Subscriptions (navigating Free vs. Advanced tiers) and mastering the Gemini Interface to optimize your digital workspace.
- **The Anatomy of a Prompt:** Interacting with Gemini using Basic Prompt Structure. *[I do, We do, You do]* We will break down the Context-Task-Instructions-Output framework and apply it to a multi-turn business scenario.
- **Multi-Modal Inputs:** Using uploads for prompting. Learn to seamlessly integrate PDFs, spreadsheets, and images into your workflows to give Gemini robust, grounded context.

Module 2: Creation & Deep Work (Hour 2)

Focus: Moving from text generation to complex content creation and collaborative editing.

The second hour expands your toolkit from text to rich media and collaborative workspaces, demonstrating how Gemini acts as a co-creator.

- **Producing media (Generating images, music, and videos):** Master the synthesis of multi-modal outputs. *[I do, We do, You do]* We will guide you through creating stunning visual assets, engineering audio/music elements, structuring dynamic video scripts, and generating accurate media transcripts.
- **The Canvas Experience:** Discover Canvas, Gemini's dedicated side-by-side workspace. Learn how to highlight, refine, code, and collaboratively edit long-form projects in real time without losing context.

Module 3: Knowledge Management & Research (Hour 3)

Focus: Turning scattered information into structured learning and actionable research.

Information overload is a modern crisis. This module teaches you how to deploy Gemini as a tireless researcher and bespoke knowledge manager.

- **Advanced Synthesis & Pathways:** Utilize Deep Research for comprehensive data gathering and leverage Guided Learning to construct personalized syllabi for any new subject.
- **Organizing Intelligence:** Manage your assets using the Library and structure complex documents and aggregated sources seamlessly via Gemini Notebook.
- **Customization Introduction:** Building and deploying Gems (customized Gemini experts). *[I do, We do, You do]* Design a dedicated Gem with specific instructions and tone to handle a repetitive, specialized task in your daily workflow.

Module 4: Automation & The Future State (Hour 4)

Focus: Making the AI proactive, deeply personalized, and integrated into your daily habits.

The final module ventures into the frontier of AI assistance, where Gemini ceases to be a reactive tool and becomes a proactive extension of your intelligence.

- **Contextual AI:** Explore Personal Intelligence and Importing memory. Teach Gemini to remember your preferences, brand tone, and ongoing context across distinct sessions so you never have to start from scratch.
- **Advanced Workflows & Agency:** Unleash the full potential of Gemini by configuring Skills and Scheduled actions to automate routine tasks. Finally, glimpse the cutting edge of

interaction through Avatars and Spark, positioning your workflows for the next generation of AI capability.

The Transformation

Four hours is all it takes to shift the paradigm. The tools exist, the intelligence is waiting, and the capabilities are fully within your reach. The professionals who thrive tomorrow will be those who learn to command the AI of today. Your journey into the future of work and daily life begins the moment you step into this room.