

Google Workspace Training Catalog

Last edited on May 28th, 2026

A Comprehensive Guide to Google Workspace (Business, Education & Nonprofit)...	2
Duration.....	2
Language.....	2
Goals.....	2
Prerequisites.....	2
Educational content.....	2
Google Workspace Power User: Beyond the Basics.....	3
Duration.....	3
Language.....	3
Goals.....	3
Prerequisites.....	3
Educational content.....	4
Google Workspace AI Masterclass: From Personal Assistant to Autonomous Agent	5
Duration.....	5
Language.....	5
Goals.....	5
Prerequisites.....	5
Educational content.....	6

For *enquiries*, either [fill the contact form](#) or [book a free discovery call](#).



EasyTECH Sàrl

5, um Kallek L-5369 Schuttrange

Société à Responsabilité Limitée au capital social de 12.500,- EUR

R.C.S. Luxembourg B 176169 | Autorisation: 10035000/0

N° TVA: 2013 2410 853 | N° IBLC: LU26042915

A Comprehensive Guide to Google Workspace (Business, Education & Nonprofit)

Duration

- 3 hours

Language

- English & French

Goals

Know

- Understand the full scope and market position of the Google Workspace ecosystem.

Able to

- Understand the full range of core apps (Connect, Create, Access, Control) and explore new integrated AI tools like Gemini, NotebookLM, and Vids.
- Compare and differentiate the key features, eligibility, security controls, and storage limits across Business, Education, and Nonprofit editions to evaluate the most suitable solution for an organization.

Attitude

- Adopt a strategic mindset to evaluate and select the most appropriate Google Workspace edition for organizational needs.

Prerequisites

- A basic familiarity with using computers and the internet is recommended.

Educational content

- Part 1: Introduction & Foundations
- Part 2: What is Google Workspace?
 - a. Core concepts and market landscape
 - b. Module 1: “Connect” apps
 - c. Module 2: “Create” apps
 - d. Module 3: AI, Automation and “Access” apps
 - e. Module 4: “Control” apps & add-ons
- Part 3: Why consider Google Workspace?
- Part 4: Which edition is right for you?
 - a. Module 1: Google Workspace for Business
 - b. Module 2: Google Workspace for Education
 - c. Module 3: Google Workspace for Nonprofits
- Part 5: Conclusion and final Q&A

Google Workspace Power User: Beyond the Basics

Duration

- 7 hours

Language

- English

Goals

Know

- Understand advanced features, "hidden" apps (Sites, Vids, Keep), and third-party add-ons to leverage the full Google Workspace ecosystem.

Able to

- Optimize their inbox and schedule using advanced Gmail filters, templates, and Calendar appointment slots.
- Integrate scattered information by connecting Tasks, Keep, and Docs into a single workflow.
- Create professional internal assets using Google Sites and Google Vids.
- Configure their workspace securely using Password Manager and privacy settings.
- Extend Google Workspace capabilities by installing and managing relevant third-party Add-ons.

Attitude

- Develop a proactive mindset to continuously optimize digital workflows and maximize personal productivity within Google Workspace.

Prerequisites

- An existing Google Workspace account (Business or Enterprise).
- Basic familiarity with the Google Workspace interface (sending email, creating calendar events, navigating Google Drive, etc.).
- A laptop capable of running the latest version of Google Chrome or ChromeOS.

Educational content

- Part 1: Communication & Personal Productivity
 - a. Gmail Mastery: Advanced search operators, filters, automation labels, templates, and native Mail Merge (Multi-send).
 - b. Calendar 2.0: Appointment schedules (booking pages), layering calendars, and managing hybrid work locations.
 - c. The Productivity Ecosystem: Using Drive Mobile to scan/digitize documents (OCR), Keep for shared project notes/checklists, and Tasks for managing personal priorities.
- Part 2: Security & Identity
 - a. Digital Hygiene: Using the Password Manager, Google Wallet for business credentials, and performing a Security Checkup.
- Part 3: Next-Gen Collaboration
 - a. Smart Canvas: Using "Chips" (People, File, Date) to connect data across Docs and Sheets.
 - b. Advanced Drive Features: Approvals workflow (locking documents for signature) and version management.
- Part 4: The "Hidden" Creative Tools
 - a. Google Sites: Building internal project dashboards or client portals without code.
 - b. Google Forms: Logic branching and quiz features.
 - c. Google Vids: Introduction to creating quick professional videos for internal updates.
- Part 5: Extending the Ecosystem
 - a. Add-ons & Marketplace: Safely installing tools to integrate Zoom, Microsoft Teams, Lucidchart, and engagement tools like Polls/Kahoot.
 - b. AI Overview: A brief tour of where AI features (Gemini) are located within the interface for future reference.

Google Workspace AI Masterclass: From Personal Assistant to Autonomous Agent

Duration

- 14 hours (2 days)

Language

- English

Goals

Know

- Understand how to transition from ad-hoc AI assistance to structural automation, including key concepts like Prompt Architecture.

Able to

- Conduct complex market analysis and export structured data/reports directly to Google Docs and Sheets.
- Design and configure custom "Gems" (AI Assistants) and apply prompt engineering best practices for brand consistency across generated content.
- Analyze datasets in Google Sheets by generating formulas, charts, and PivotTables using natural language prompts.
- Transform written strategy documents into visual assets, including professional slide decks (Slides) and video teasers (Google Vids).
- Construct automated business workflows in Workspace Studio to connect different apps without writing code.

Attitude

- Transition from passive AI user to active architect of AI-enhanced workflows.

Prerequisites

- Laptop with a modern browser, ideally Google Chrome.
- Proficiency with Google Workspace (Gmail, Drive, Docs, Sheets).
- Access to a Google Workspace Business Standard, Plus or Enterprise or a Google AI Ultra for Business or a Google AI Pro for Education subscription.

Educational content

1. **Deep Research & Strategy:** Using Gemini Advanced to research markets and export structured reports (Docs) and datasets (Sheets).
2. **The Assistant (Gems):** configuring a "Digital Twin" Gem with specific persona and knowledge to standardize tasks.
3. **Smart Communication (Gmail):** Analysing inboxes and drafting contextual replies using Gems and Drive referencing.
4. **Visual Documentation (Docs):** Using Smart Canvas and Nano Banana to create professional, visually rich reports.
5. **Data Intelligence (Sheets):** Generating formulas, PivotTables, and insights using natural language prompts.
6. **Presentation Design (Slides):** Converting written reports into slide decks and generating speaker notes with Gems.
7. **Video Production (Vids):** Creating storyboards and video assets from existing Slides and documents.
8. **Knowledge Management (Drive):** Using semantic search to query file repositories.
9. **Automation (Workspace Studio):** Building cross-app workflows using natural language triggers.