



To discuss this course and customizations:
Call: +1 434-509-6890 or Email: sales@cloudcontraptions.com

Building Agents with Gemini Gems

Class Duration

7 hours of live training delivered over 1-2 days to accommodate your scheduling needs.

Student Prerequisites

- Comfort with everyday office software: documents, spreadsheets, email, and a web browser
- Familiarity with Google Workspace apps such as Gmail, Docs, and Drive
- No technical background or programming experience required

Target Audience

Business users and team leads who want to build their own custom assistants in Google Gemini: operations, HR, finance, marketing, sales, support, and management. Ideal for organizations on Google Workspace that want purpose-built Gems grounded in their own documents and processes. No technical background is assumed, and nothing in the course requires one.

Description

This practical, hands-on course teaches business users how to build their own custom Gems in Google Gemini, no programming required. Participants learn what a Gem is, how it differs from ordinary Gemini chat, and how to create one in the Gem manager. The course covers writing clear instructions, giving a Gem knowledge from uploaded files, and connecting a Gem to Google Workspace so it can draw on Gmail, Docs, and Drive. It also covers starting from the premade Gems, testing a Gem until it behaves reliably, and sharing a Gem with a team. Responsible use receives close attention: protecting sensitive data, understanding Workspace permissions, and working within organizational policy. Every topic is practiced against realistic workplace scenarios so participants leave able to build, refine, and share useful Gems the same week.

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Learning Outcomes

- Explain what a Gemini Gem is and how it differs from ordinary Gemini chat.
- Create a custom Gem in the Gem manager from a plain-language description.
- Write clear instructions that shape a Gem's role, tone, scope, and behavior.
- Give a Gem knowledge from uploaded files and keep it current.
- Connect a Gem to Google Workspace so it can draw on Gmail, Docs, and Drive.
- Start from and adapt the premade Gems for common tasks.
- Test and refine a Gem, checking its answers against its knowledge.
- Share a Gem with a team and establish shared practices for using it.
- Protect sensitive information and work within Workspace permissions and policy.

Training Materials

Comprehensive courseware is distributed online at the start of class. All students receive a downloadable MP4 recording of the training.

Software Requirements

Students need a Google account with access to Gemini and, for Workspace features, a Google Workspace plan that includes Gemini, plus a web browser. No installation required.

Training Topics

Understanding Gemini Gems

- What a Gem is and how it extends Google Gemini
- Gems compared to ordinary Gemini chat
- Everyday scenarios where a purpose-built Gem helps
- The pieces of a Gem: instructions, knowledge, and connections
- The path from idea to shared Gem

Creating Your First Gem

- Opening the Gem manager and starting a new Gem
- Describing a Gem in plain language
- Naming a Gem and writing its description



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- Setting the Gem's role, scope, and personality
- Previewing a Gem as you build it

Writing Effective Instructions

- The anatomy of clear Gem instructions
- Defining what the Gem should and should not do
- Setting tone, audience, and response format
- Handling questions outside the Gem's scope
- Refining instructions based on how the Gem responds

Giving a Gem Knowledge

- Uploading files as a knowledge source
- Choosing which documents belong in a Gem
- Keeping knowledge accurate and up to date
- How knowledge reduces made-up answers
- Checking answers against the uploaded files

Connecting to Google Workspace

- Letting a Gem draw on Gmail, Docs, and Drive
- Choosing which Workspace connections a Gem needs
- Understanding what a connection can access on your behalf
- Keeping Workspace data appropriately scoped
- Reviewing results before relying on them

Starting from Premade Gems

- Exploring the premade Gems for common tasks
- Adapting a premade Gem to your needs
- Learning good instruction patterns from existing Gems
- When to start fresh versus adapt
- Building a personal set of go-to Gems

Testing and Refining

- Trying a Gem against realistic questions
- Spotting weak instructions and knowledge gaps
- Checking answers against the Gem's sources
- Iterating on instructions, knowledge, and connections
- Getting a Gem ready to share



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Sharing and Responsible Use

- Sharing a Gem with a team
- Protecting customer, employee, and company data
- Understanding Workspace permissions and data boundaries
- Working within your organization's AI and data policies
- Sharing effective Gem practices across your team