Cloud Contraptions
TRAINING & CONSULTING

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

# Building Gemini Skills and Workspace Studio Flows

## 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
- Experience building or using Gems is helpful for the migration topics
- No technical background or programming experience required

## Target Audience

Business users, team leads, and Gem owners in operations, HR, finance, marketing, sales, support, and management, plus the Workspace administrators who govern skills. Attendees work in organizations moving from Gems to skills on Google Workspace. No technical background is assumed.

## Description

Google is replacing Gems with skills: reusable instructions that guide Gemini on a task. This course teaches business users to build skills in the Gemini app and in Google Workspace, with no programming. Participants combine skills in one request and use them in Gmail, Docs, Slides, Drive, and Chat. They also build Workspace Studio flows that call skills from an Ask Gemini step. A migration module covers moving from Gems, which stop working no sooner than March 1, 2027 for business and enterprise customers.

## Learning Outcomes

- Explain what a Gemini skill is and how skills replace Gems.
- Create skills in the Gemini app with Gemini, a template, or a `SKILL.md` upload.

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- Write instructions and descriptions that Gemini applies reliably.
- Use skills in the Gemini side panel in Workspace apps.
- Build and share skills in Workspace Studio and Docs.
- Combine several skills in one request.
- Automate recurring work with Workspace Studio flows that call skills.
- Apply admin controls and data protections to skills.
- Plan a migration from Gems to skills.

## 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 Workspace account on a plan that includes Gemini, with skills and Google Workspace Studio turned on by an administrator, plus a web browser. Existing Gems to migrate are useful but not required. No installation required.

## Training Topics

### From Gems to Skills

- What a skill is
- Skills versus Gems
- Skills versus ordinary chat
- Where skills run
- Where a skill helps
- From idea to shared skill

### Creating Skills in the Gemini App

- Creating a skill with Gemini
- Starting from a template
- Turning a chat into a skill
- Uploading a `SKILL.md` file or folder
- Naming and describing a skill
- Turning skills on and off
- Calling a skill with a slash command

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### Writing Effective Skill Instructions

- Anatomy of skill instructions
- Descriptions Gemini can match
- What the skill should not do
- Tone, audience, and format
- Refining from results

### Skills in Google Workspace

- Skills in the Gemini side panel
- Gmail, Docs, Slides, Drive, and Chat
- Skills in the Chat mobile app
- The skill builder in Docs
- Skills in Workspace Studio
- Features still rolling out
- Reviewing results before use

### Combining Skills

- Several skills in one request
- Small, focused skills
- Avoiding overlapping descriptions
- A personal set of go-to skills

### Automating Work with Workspace Studio Flows

- What Workspace Studio does
- Flow starters
- Scheduled and email starters
- AI steps such as Ask Gemini
- Selecting skills in an Ask Gemini step
- Testing a flow
- Sharing and maintaining flows

### Admin Controls, Sharing, and Responsible Use

- Sharing skill copies from Workspace Studio
- Admin settings for skills
- External skill sharing controls
- Gemini app access settings
- Workspace Studio audit log events
- Data loss prevention and permissions

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- Protecting company data

### Migrating from Gems

- The Gem retirement timeline
- Gems in the Settings panel
- Business, enterprise, and education dates
- Personal account timing
- Draft skills migrated from Gems
- Reviewing and activating drafts
- What carries over
- Migrated skills stay in the Gemini app
- Replacing Ask a Gem steps
- Rebuilding Gems in Workspace

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