



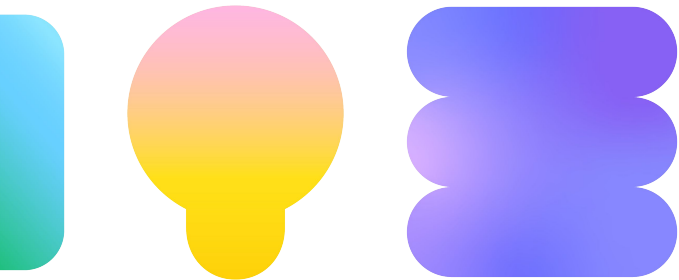
Google Workspace with  Gemini

Leader's playbook for Gemini at work adoption

Best practices for successful AI
adoption and change management

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Introduction

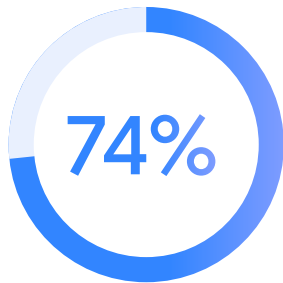
What does successful transformation look like?

Empowering your employees to leverage generative AI capabilities can yield many benefits for your organization.

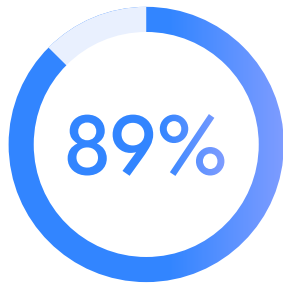
Highly transformed organizations share five main traits¹:

1. **A clear strategy** and roadmap
2. **Integrating AI** into company culture
3. **Prioritizing AI** across diverse types of tasks
4. **Empowering AI** advocacy across the organization
5. **Sustaining investment** in the right tools and training

1. [Beyond AI Optimism](#)

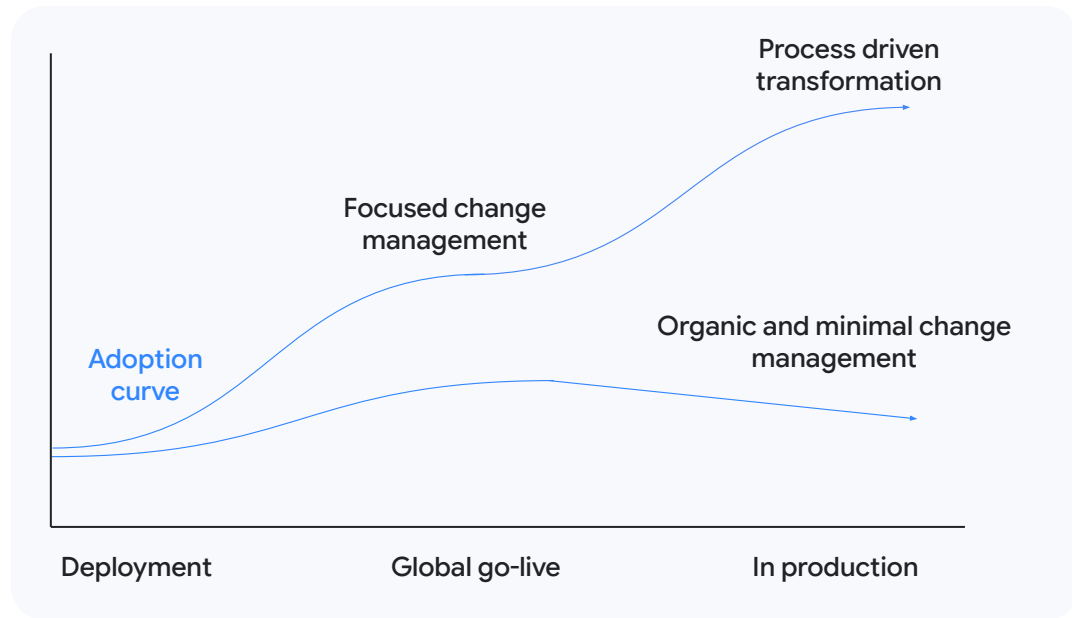


of those in highly transformed orgs feel more confident about using AI¹



of those in highly transformed orgs are more likely to be seeing business growth due to AI¹

Transformation is a deliberate investment by leaders

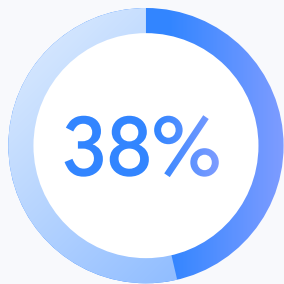


Upskilling and education are critical to transform.

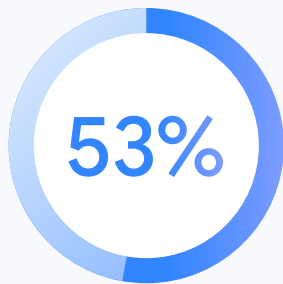
Enablement bridges the gap between owning a tool and deriving value from it. Software is only one part of the equation – true success is defined by how effectively **these tools are integrated into daily workflows**.

By investing in the way your team learns, you can build an **agile, AI-powered workforce** ready for today's rapidly evolving digital landscape.

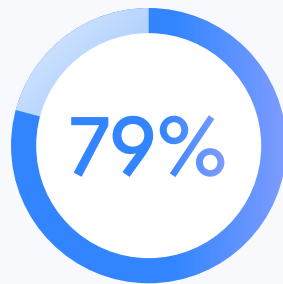
Upskilling is your strategic multiplier for successful transformation



Of AI ROI Leaders **mandate AI fluency training**, with ongoing upskilling embedded into roles¹



of companies **prioritize AI fluency**, with 48% investing in upskilling workers to apply AI directly²



higher confidence in using AI tools when **supported by first party training** from the tool's creators³



For today's business leaders, AI skilling isn't just a training initiative, it's a core business strategy."

Google Cloud AI skills playbook⁴

1. [Google Cloud: From tokenmaxxing to ROI 2026](#)

2. [Deloitte State of AI 2026](#)

3. Research conducted by Google, in partnership with Vital Findings (n=74)

4. [Google Cloud AI Skills eBook 2025](#)

The future of business transformation: **Agentic work**

The next frontier of organizational growth is to prepare your workforce for AI agents at work.

How Google's tools provide the foundation for managing agents, connecting teams, and finishing work at scale

◆ Gemini Enterprise

Gemini Enterprise app

Unify your enterprise context with a secure foundation for the agentic workplace, bringing every person, agent, and business truth (platforms, databases, and more) into a single front door.



Google Workspace

Boost productivity with unified work context across your teams' daily collaboration apps. Google Workspace Intelligence provides real-time understanding to power agentic work.

Looking for adoption best practices for Gemini Enterprise app only? See the [Gemini Enterprise adoption playbook](#)

Starting your transformation journey

What you'll find

In this playbook, you'll find a [framework for effective change management, adoption, and upskilling resources](#) to help you and your team realize the full value of Google Workspace and Gemini Enterprise. We're sharing [tried-and-true methods](#) from our customers and inside of Google to help you modernize your own workplace.

How to use it

Treat this as a [living toolkit](#). We provide the framework, templates, and examples to help you get started, but we encourage you to adapt these resources to fit your company's unique and specific business needs.

Outcomes



Create a change management plan



Engage employees and scale AI adoption



Maximize value of Google Workspace and Gemini Enterprise

2

Framework for effective change management

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Change management framework

2.1 Excite

Align leadership, secure sponsors, define success pillars, establish adoption team, and share initial comms.

[Jump to excite](#)

2.2 Enable

Train and deploy Google Guides (champions), roll-out AI-upskilling trainings, programs, and workshops.

[Jump to enable](#)

2.3 Expand

Scale via Google Guides, peer-to-peer trainings, and department or role focused use cases.

[Jump to expand](#)

2.4 Transform

Integrate AI into core workflows, foster an AI-first culture, and continuously iterate with feedback.

[Jump to transform](#)

Laying the foundation for change management

Every organization's change management journey is unique. This guide focuses heavily on the initial **Excite** and **Enable** phases — the critical groundwork for AI transformation at any organization. We provide suggestions for Expand and Transform, although these phases may vary depending on your organization's unique culture and processes

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Identify your change champions

To begin, name your core team and set clear roles, responsibilities, and expectations.



Executive sponsor

Typically CXO or line of business leads, these change agents set the vision, model AI adoption, dedicate resourcing, and align leaders.

[Learn more](#)

Adoption leads or change mgmt team

These include business leaders or decision makers that provide department-specific support and leadership.

[Learn more](#)

Google Guides or champions

These change agents are early adopters who help scale and accelerate change efforts in cross-functional business groups.

[Learn more](#)

Workspace admin team

This team is responsible for technical setup and access management for Google Workspace and Gemini Enterprise.

[Learn more](#)

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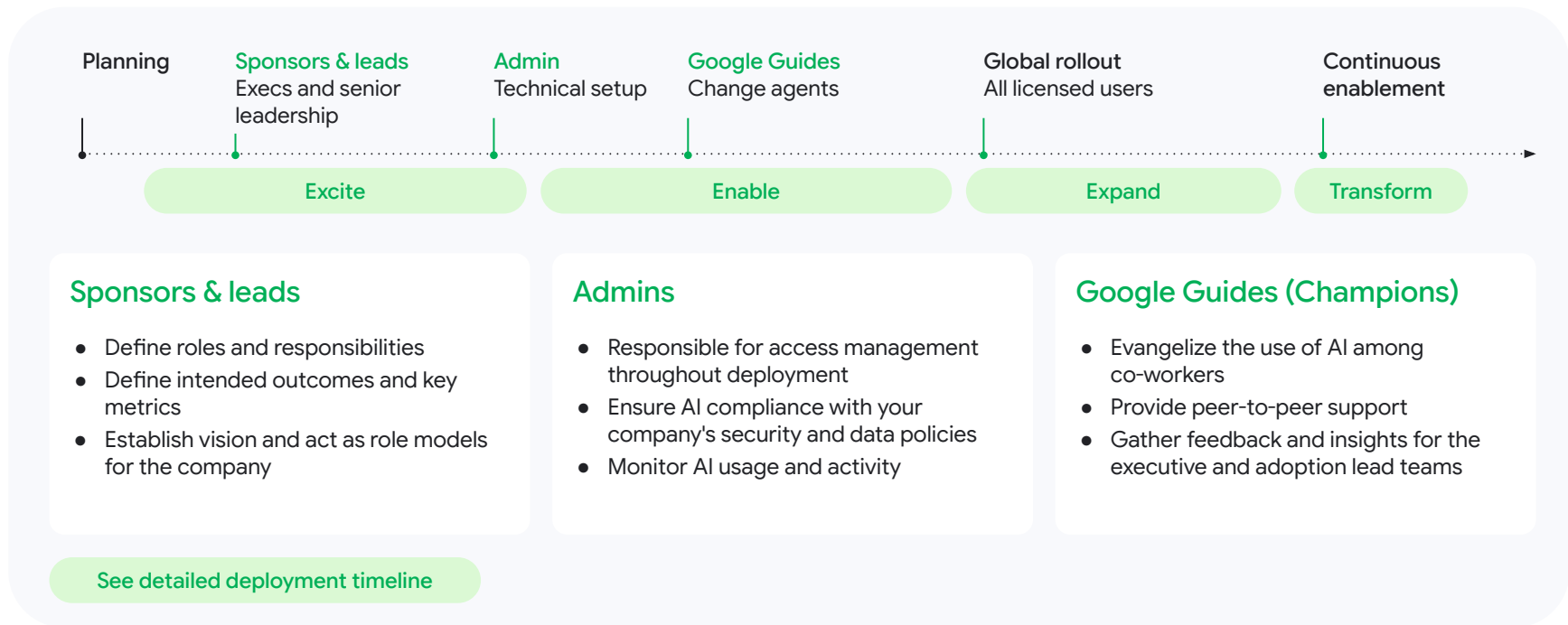
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How change champions drive transformation



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Define your key intended outcomes

After identifying your teams, set your goals with measurable outcomes.

These outcomes could anchor on **five key value pillars**:

1 Productivity

Increased time savings, increased productivity, and increased quantity of output.

2 Quality of work

Improved quality of work and increased employee proficiency.

3 Employee engagement and satisfaction

Reduction in turnover, and increased employee engagement and satisfaction.

4 Customer and partner satisfaction

Improved leads and new customer acquisition, and an increase in revenue.

5 Innovative ways of working

Accelerated development of new products and services, and increased innovation.



Set **simple, measurable, attainable, relevant, and time-bound** (SMART) goals. Track metrics to measure success. Then enhance your change management strategy.

[See example metrics](#)

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Excite

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About the excite phase

Timeline:

Weeks 1 - 4, depending on the size of your organization

Outcome:

By the end of this phase, you will have introduced Gemini and established key comms based on the defined roles and responsibilities, vision, and data requirements.

Who is responsible:

Executive sponsors, adoption leads & change management teams

Jump to the next section

[Introduce the program](#)[Executive and adoption lead advocacy](#)[Ways to communicate](#)

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Introduce Gemini: How to kickoff

To generate excitement and awareness, establish key communication channels and leverage adoption leads to communicate program goals and vision

Communicate program goals

Explain changes, inform stakeholders, and foster excitement while addressing concerns.

Teams should know what to expect, where to go for help, and feel empowered to begin experimenting.

[See example comms plan](#)

Kickoff communications timeline example



Executive announcement: Introduce the initiative, goals, AI features, and their benefits to employees during all-hands.



Adoption leads to discuss with teams: Managers and team leads discuss adoption goals during team meetings and open the floor to questions and concerns.



Share quick wins: Executives and leads share quick wins from adopting AI themselves to build credibility through demos, emails, & chat.

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Executive and adoption lead advocacy

Leaders kickstart adoption by actively communicating the value, visibly sharing their own AI workflows, and setting a vision that inspires continuous learning.



Executive sponsor communications

- Sponsor AI adoption during **all-hands**
- Share vision and investment to **build credibility**
- Model for the org by **sharing productivity wins or videos** (eg: CIO can share how they are using Gemini)
- Allocate time & budget for training to **remove blockers**



Adoption leads communications

- Host team kick-off sessions and **live demos**
- Identify enthusiastic **early adopters** as potential champions
- Communicate **team specific goals** and use cases as part of the larger initiative
- **Send reminders** about training, support, and success stories

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Ways to communicate



Newsletter

Community updates on the latest news, training opportunities, top use cases, team wins, and thought leadership on driving transformation.

Frequency: Monthly

Modality: Email

Newsletter template:

[Monthly newsletter template](#)



Emails from leadership

Exec sponsors should email leadership to inform and recruit – followed by larger announcements to build program awareness and drive participation.

Frequency: Monthly

Modality: Email

Email templates:

[Leadership communication template](#)



Chat space

For cross-functional collaboration, announcements, and champion support. Pin toolkits, resources, workshop recordings and playbooks.

Frequency: Monthly

Modality: Email

Chat space example:

[Chat space template](#)



Scale comms with Gemini

Leverage Gemini Notebook, Google Vids, Gemini Canvas, or Slides as vehicles to distribute info in engaging, visual ways: eg: infographics, videos, slides

Frequency: Ongoing

Modality: Gemini Notebooks, Gemini Canvas, Google Vids, Slides

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Enable

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About the enable phase

Timeline:

Weeks 5-12, depending on the size of your organization

Outcome:

By the end of this phase, you will have recruited your champions (Google Guides), created a training program, and established a hub for active learning.

Who is responsible:

Executive sponsors, adoption and change management teams, Workspace admin team, Google Guides

Jump to the next section

[Recruit and enable Google Guides](#)[Establish enablement channels](#)[Scale AI skills with Google resources](#)

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Recruit and enable Google Guides

Share program long-term goals and incentives:

Leverage leadership channels to communicate program benefits and drive team participation.

Google guide incentives

Recognition: Gemini ‘Star of the week,’ star use cases, etc.

Visibility: A way for employees to gain cross-functional visibility

Program perks: Exclusive merch, stipends, training, events, etc.

Certification: Create a formal internal credential or badge

Gamification: Empowered to run “hackathon” competitions and innovation sessions

See Google guide attributes and mission

To support Google guide workshops, we’ve included several resources and ideas below

Product training and workshop slides:

- Lead your own workshops for products like Workspace Studio, Gemini Notebook, and Gemini app
- Pre-work for workshops include the [Getting started guide](#) and on-demand training, such as [AI Boost Bootcamp: How to Use Gemini at Work 101](#)

Suggestions that your organization can build for your Google Guides community:

- Mission statement, FAQs and tips and tricks
- Best prompts and company use case repository
- Support portal
- Use Gemini for FAQs or onboarding (Gemini Notebooks)

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Establish enablement channels for adoption

Google Guides, in collaboration with the change management team, can set up support mechanisms to support your teams beyond the initial deployment.



Chat enablement community

Encourage employees to easily communicate, ask questions, share use cases, and support each other.

Offer quick help and screenshots so solutions can be seen across the company.

[See sample comms templates](#)



Workshops and office hours

Guides should host regular workshops, trainings, and office hours.

Encourage insight sharing and personalized Q & A. Stay up to date with the latest Google feature drops and updates.

[How to stay up to date with Google](#)



AI-powered resources hub

Direct employees to a one-stop-shop AI powered resource hub.

Include [101](#) and [201](#) trainings, use case examples, recordings, key links, and office hours information.

Use Gemini Notebooks or skills to help address FAQs and finding resources.

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Learn from Google: AI upskilling for your teams

Begin with introductory trainings and progressively transition to hands-on workshops over time

5 minute read

Introduction to Gemini at work

A practical guide



Getting started guide

Intro to Gemini at Work

Visual guide of use cases to deploy to your teams.

- 5-minute reads to help teams get started
- Covers Gemini, Google Workspace, and Gemini Notebook

[Read the guide](#)

50 min watch

AI Boost Bootcamp

How to Use Gemini at Work 101

Training-in-a-box

AI Boost Bootcamp: [101](#) and [201](#)

On-demand video courses to train your teams on Google Workspace and Gemini Enterprise.

- Go from AI basics to proficiency in <50min
- Based on Google's own, proven internal training
- Track your teams' progress on Google Skills

[See videos](#)

1-2 hour workshop

Introducing Google Workspace Studio

AI-powered automation, made simple

Workshop-in-a-box

Gemini workshops

Self-serve resources to help you lead workshops internally for your teams.

- Get training and activity slides for Workspace Studio (more apps coming soon)
- Help your Google Guides (internal champions) get hands-on and start identifying use cases

[See all Google learning resources](#)

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What is AI Boost Bootcamp?

A new video series, based on a successful internal program at Google, to help you scale advanced AI proficiency at your organization.

PROGRAM OVERVIEW

High-Impact Video Learning for AI

- **Google Experts:** Watch bite-sized video lessons presented directly by AI experts at Google
- **Real-World Demos:** Learn from practical, role-specific use cases for Google Workspace and Gemini Enterprise.
- **Efficiency Focused:** All courses are under 1 hour, and learners can jump to relevant lessons.
- **Proven Track Record:** Backed by highly successful internal rollout at Google across hundreds of employees



4.5+

Verified CSAT Score

< 1hr

Time to Level Up

“Lessons are very much on-point. No time wasted.”

— Verified learner on Google Skills

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101 Video Trainings

AI Boost Bootcamp: How to Use Gemini at Work 101

What You'll Learn: This course teaches key use cases for Google Workspace (GWS) and Gemini Enterprise (GE), for all knowledge workers, in under 1 hour. Each lesson features real-world use cases presented by Googler speakers, with demos.

Lesson	Use Cases	Products
1. Gemini at Work	Where to find Gemini in Google's tools, prompt engineering basics	Google Workspace, Gemini Notebook, Gemini Enterprise
2. AI for Project Management	Info synthesis, automate project briefs, trackers, and timelines	Gemini in Docs and Sheets, Gemini Notebook
3. AI Presentations & Charts	Build slide decks with custom visuals, talk tracks, and data charts	Gemini in Slides and Sheets
4. AI for Note Taking & Scheduling Meetings	AI scheduling, AI notetaking, and post-meeting action items.	Meet, Gmail, Calendar, Chat
5. AI for Writing & Build Custom Gems	Drafting emails with the right tone and build your own AI expert	Gmail (Help Me Write), Gemini Gems
6. Intro to AI Agents	Defining an agent, enterprise search and build your own AI agent	Gemini Enterprise



Go to Course

Learn more on [Workspace blog](#), [LinkedIn](#), and "trailer" on [Instagram](#), [TikTok](#), [YouTube shorts](#)

Available as a [Youtube Playlist](#) or a course on [Google Skills](#), Google's home for AI learning, to track team progress.

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201 Video Trainings

AI Boost Bootcamp: How to Use Gemini for Marketing 201

What You'll Learn: Take your marketing skills to the next level in under an hour. Based on Google's own proven internal training and designed for marketers, this course empowers you to master Gemini across Google Workspace and Gemini Enterprise across a project lifecycle of market research, campaign execution, content creation, and performance reporting.

Lesson	Use Cases	Products
1. AI for Marketing Research & Insights	Unlock insights, analyze customer feedback, and generate deep research reports	Gemini Notebook, Gemini Deep Research
2. AI for Campaign & Marketing Execution	Build campaign briefs, visualize ideas on canvas, and automate trackers	Gemini in Docs, Gemini Canvas, Workspace Studio
3. AI for Scaling Content Creation	Turn assets into campaigns, generate slide decks, and create product videos	Gemini in Slides, Google Vids, Gemini Notebook, Gemini app (NanoBanana)
4. AI for Marketing Data Analysis and Charts	Organize data with natural language, categorize feedback, and animate charts	Gemini Canvas, Gemini in Sheets
5. Custom AI Agents for Marketing	Build custom AI agents for social analysis and brand review	Gemini Enterprise



Go to Course

Also available as a [playlist on YouTube](#), or a course on [Google Skills](#), Google's home for AI learning, to track team progress.

Learn more on [Workspace blog](#), [LinkedIn](#), "trailer" on [YT shorts](#), [X](#), [Facebook](#), [Instagram](#)

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All video training from Google

Build AI training programs at the role, individual, and product level for Gemini at work

Quick course for AI, by role



AI Boost Bootcamp: How to Use Gemini 101 & Gemini for Marketing 201

Goal: Level up your AI proficiency in under an hour

Format: Google speaker with use case demos

Learn the top AI use cases for Workspace and Gemini Enterprise in a single course.

Assign this to your teams to scale AI adoption.

Explore with self-led discovery



AI Boost Bites

Goal: Search for lessons from a large catalog

Format: Google speaker with use case demos

Explore 70+ single-feature lessons across Google's AI products. Choose your own adventure on what you'd like to learn.

Go deep by product



Workspace with Gemini Learning Path

Goal: Deep dive by Workspace app

Format: Interactive text and video

Get a detailed overview of Gemini in Gmail, Drive, Docs, Slides, Meet, and Vids. Each app has a dedicated training that's approximately 30 minutes.

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Expand

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About the expand phase

Timeline:

Weeks 13-17, depending on the size of your organization

Outcome: Value Realization

By the end of this phase, you will have proven adoption value through tested use cases and built a community of practice that drives adoption and rewards innovation.

Who is responsible:

Executive sponsors, adoption and change management teams, Workspace admin team, Google Guides

Jump to the next section

[Drive sustained engagement](#)[Build org-wide enablement programs](#)[Identify scalable use cases](#)[Conduct adoption pulse checks](#)

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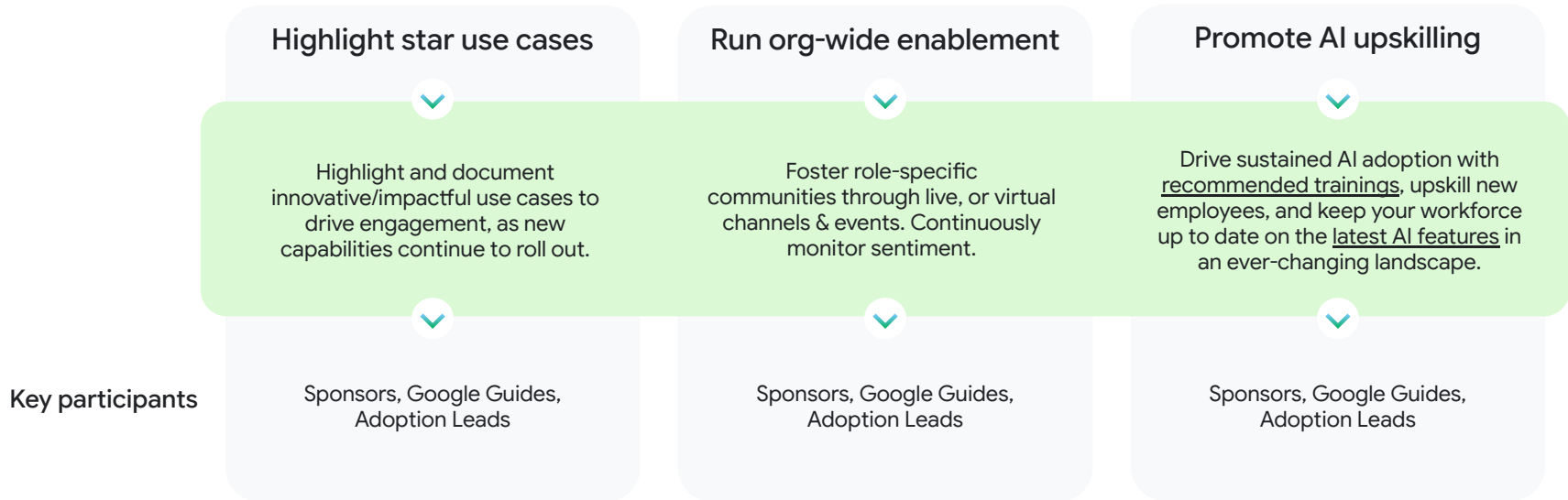
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Drive sustained engagement

Prove the value of Gemini by highlighting successful use cases and building a community of practice that drives rapid adoption and celebrates leading teams.



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Build org-wide enablement programs

Pre-work trainings: Prior to org-wide enablement sessions, attendees should complete Google recommended trainings from the “enable” phase. Providing these materials or demos in advance—whether optional or required—ensures participants get the most out of the following live, interactive sessions and can focus on developing real applications and use cases.

“Hackathons”

Dedicated sprints where teams or departments **rapidly develop AI use cases** to solve customer operational or strategic challenges using Gemini (eg: automations in Workspace Studio, agents in Gemini Enterprise).

Executing hackathons

P2P product workshops

Peer-to-peer, hands-on product sessions in small groups focused on **building practical daily workflows**. Users leave with a working agents, flows, skills, etc. to implement immediately.

Running product workshops

Lunch and learn

Informal, low-barrier-to-entry showcases. Ideal for **sharing quick wins and proving immediate value**, while encouraging the user community to ask questions and share ideas.

Hosting lunch and learns

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Identify scalable use cases

To get the full business value from AI, pinpoint specific ways that AI can help your employees in their daily work that are highly **actionable** and **feasible**.

Business value

Impact: How much impact would this have against our top business priority (ROM)?

Alignment: How well does this directly support our business and domain priorities?

Actionability

Reuse and extensibility: Can we reuse as a repeated pattern for other use case?

Speed: How quickly can this drive value for the organization?

Adoption: How high is the bar for adoption?

Feasibility

Tech fit: Which AI tool is the best to use?

Data readiness: How accessible and trustworthy is the data?

Risk tolerance: What is the level of tolerance for business or compliance risk as a result of inaccuracy or misuse?

[See sample use cases by job roles](#)

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Conduct adoption pulse checks

Continuous input

Run rapid, short surveys throughout Phase 2 asking users about their favorite features and overall experience.

[See example questions](#)

Resource Creation

Synthesize user responses immediately into practical FAQs, actionable tips, and internal success stories.

Targeted Support

Identify where adoption is stalling or Google Guides require extra training to clear immediate hurdles.

Tracking AI usage: Use your Admin console to track adoption and learn how Gemini is using your company data. Find out which teams or individuals are power users, or who has low adoption rates and might need more AI training.

[More on monitoring usage](#)

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Transform

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About the transform phase

Timeline:

Weeks 18 - 20+, depending on the size of your organization

Outcome:

By the end of this phase, you will have strategically integrated Gemini at work into core workflows and daily operations while continuously iterating and adapting

Who is responsible:

Executive sponsors, adoption and change management teams, Workspace admin team, Google Guides

Jump to the next section

Cultivate a culture of innovation



Realize value and drive sustainable adoption



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Cultivate a culture of innovation

Once you've reached AI fluency, you can start rewarding breakthrough AI ideas and build a culture of AI experimentation across the company.

Example: The “Dragon’s Den” approach

Competitive innovation: Teams actively design AI powered ideas Gemini at Work solutions to pitch directly to management.

Identify AI rockstars: Find employees already thinking AI-first to help generate ideas and inspire other teams by giving them the company’s biggest stage.

High-stakes buy-in: Executive sponsors and adoption leaders actively champion successful workflows.

What this might look like

“Gamified” pitching: Teams work in cohorts to design Gemini at Work solutions, presenting their “pitches” during all hands meetings.

AI proposals: Pitches can be an AI-powered idea or solution specific to the department (eg: faster content production, less admin overhead, or new ways of customer engagement)

Interactive Investments: Executives act as “Dragons.” If a solution proves value, sponsors and leaders invest in turning the “pitch” into a standard company practice, fully funded pilot or launch.

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Realize value and drive sustainable adoption

In an **ongoing, iterative process**, your core project team – executive sponsor, adoption team, change management team, and Google Guides – will need to gather and review insights, product usage, feedback, successes, and lessons learned to scale adoption.

Visit our [admin help center](#) to learn more about adoption best practices.



Post-launch best practices:



Measure and adapt: Gather and review insights and adapt feedback accordingly



Transform core workflows:
Weave successful use cases into daily, core business workflows



Drive innovation: Consider Gemini hackathons for functions or the wider organization

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Conclusion

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Unlocking sustained AI transformation

Key Takeaways

- **Exec sponsors and leaders are change agents for transformation:** Exec sponsors and leads must lead by actively model AI adoption in daily workflows and encourage continuous learning. Leadership modeling establishes the foundation for a culture of AI innovation.
- **Upskilling is the engine for value realization:** The Expand and Transform phases require an AI-fluent workforce. Leverage your Google Guides and learning resources from Google (such as AI Boost Bootcamp on-demand videos, hands-on workshops) to support and invest in your people, so they learn to become AI innovators.
- **Embed AI deeply into department-specific workflows:** Successful transformation occurs when teams move beyond basic experimentation and integrate AI into high-impact, department-specific processes. Focus on use cases that are scalable and support specific business priorities.
- **Iterate on feedback:** Treat AI adoption as an evolving journey. Frequently measure adoption metrics and adapt enablement resources based on user feedback, business needs, and usage patterns.

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Deep dive trainings, resources, and templates

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4 Deep dive

[Jump back to framework](#)

It's time to get started today/what's next

In 30 days...

- **Identify and recruit:** Finalize the Executive Sponsor and select the first cohort of Gemini guides.
- **Environment setup:** Ensure technical access to the Gemini App, Gemini Notebook, and Workspace Studio for the pilot group.
- **Kick-off workshop:** Host the first guide training session using the provided toolkit decks.
- **Establish a community:** Launch the internal Google Chat space for real-time support and feedback.

In 60 days...

- **Guided rollouts:** Gemini guides begin hosting team-specific training using the pre-built templates.
- **Use case capture:** Start documenting quick wins and real-world examples of how teams are saving those target 105 minutes/week.
- **Office hours:** Initiate weekly "Gemini Office Hours" to address friction and share advanced prompting tips.
- **Comms:** Reward early adoption and share use cases or training reminders through newsletters, exec comms, and chat

In 90 days...

- **Baseline survey:** Conduct initial pulse check to measure sentiment & proficiency.
- **Full org launch:** Transition from departmental pilots to a company-wide Gemini Day or launch event.
- **Internal resource hub:** Direct employees to a one-stop-shop for ease. Include trainings, recordings, and office hours information.
- **Monitor usage:** Gather usage data to identify power users and top adopted features
- **Integrate use cases and features that drive business value into core workflows**

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4 Deep dive

[Jump back to roles](#)

Who makes a great executive sponsor?

Typically a CXO, this leader is both a change agent by modeling AI adoption and dedicates resources and organizational support with aligned leadership.

Mission

Communicates project vision to wider organization

Sets SMART objectives and secures resources

Aligns leadership on goals, efforts, and messaging

Identifies local sponsor and follows up on progress

Attributes

Two-way team communication

- Senior member from the business
- Well known, respected, and influential
- Ability to actively support deployment

Lead by example

- Uses Gemini and encourages teams to do the same
- Models or demos AI at work (eg: video of CIO using Gemini)
- Encourages team trainings and skill building
- Supports coaching and Google Guides program

Think long-term

- Maintains energy around change until it becomes business as usual
- Leads with a clear vision of what the organization can achieve

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4 Deep dive

[Jump back to roles](#)

What is a Google guide or champion?

These change agents are early adopters who help scale and accelerate change efforts in cross-functional business groups.

Mission

Provide peer-to-peer support: Offer guidance, answer questions, and share best practices with colleagues.

Bridge the gap between project team and end-users: Proactively communicate, collect feedback, address concerns, and scale communication.

Foster innovation: Explore, test, and champion new AI use cases across the business to share and inspire adoption.

Attributes

Early adopters

- Adopt new tools ahead of the organization

Cover departments

- Representative of major user groups and locations

Personality

- Enthusiastic, credible, and a go-to person

Technical expertise

- Not all Google Guides are technical – they excel in practical peer-to-peer support

Adaptable

- Provide adoption team with insights and adjust for rollout

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4 Deep dive

[Jump back to learning from Google](#)

All Google learning and support guides

End User Guides

[Intro to Gemini at Work: A Practical Guide](#)[Prompting Guide 101](#)[“Day in the Life” visual guide](#)

Leaders

[Adoption and usage help pages](#)

WS admins / security

[Gemini features and admin controls](#)[Gemini Alphas and admin controls](#)[Gen AI in Workspace Privacy Hub](#)[Review Gemini Usage](#)

Google Help Center

Workspace with Gemini support
documentation

[Get started with Google Workspace with Gemini](#)[Role specific prompts and use cases](#)[Collaborate with Gemini in Gmail](#)[Collaborate with Gemini in Google Drive](#)[Collaborate with Gemini in Google Docs](#)[Collaborate with Gemini in Google Slides](#)[Collaborate with Gemini in Google Sheets](#)[Gemini Web App and Getting started w/ Gems](#)[Get started with Google Vids](#)[Get started with Gemini Notebook](#)

Google Help Center

Workspace support documentation

[Learn by Workspace product](#)[Switching from Microsoft, Slack, Zoom and more](#)[Gemini Enterprise support documentation](#)[Get started with Gemini Enterprise](#)

Thought Leadership

[Google Cloud research study: From tokenmaxxing to ROI 2026](#)[Google Workspace research study: Beyond AI Optimism](#)

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[Jump back to enablement channels](#)

Staying up to date with Google

Workspace blog

Get the latest major product news such as AI feature drops ([Workspace Drops](#)), training resources, and thought leadership on driving transformation.

Who is it for? Leaders, admins, and all end users

[Go to blog](#)

Workspace webinars

Talks with Google product managers and customers on use cases and latest updates.

Who is it for? Leaders, admins, and all end users

[Go to webinars](#)

Workspace updates

Subscribe to the feed for detailed updates about new features and improvements as they roll out. Learn feature and implementation info, and find links to documentation.

Who is it for? Admins

[Go to updates](#)

1 2 3 4 Deep dive

Executing a “hackathon”

Core elements: Use the following as a checklist for building out a “hackathon”



Scope and align on challenges that align with strategic business objectives rather than abstract puzzles.



Secure business unit leaders as judges to assure participants their prototypes have paths to production.



Enable participants and scoping workshops to refine initial ideas. Leverage Google Guides to unblock tech barriers.



Communicate scope, goals, and incentives to encourage friendly competition between participants.

[Jump back to org-wide programs](#)

Pre-work

Share optional and required Google recommended trainings.

Week 1-2

Leadership frames challenge themes. Open registration and initiate cross-functional team matching.

Week 3-4

Conduct product deep-dives, enable features, and run scoping workshops to refine ideas.

Week 5

Execute a 48-72 hour sprint. Provide tech experts, Google Guides, and resources to guide teams.

Demo day

Host an executive demo day. Judge teams on practicality, feasibility, use cases, etc. of their ideas.

Post-sprint

Transition winning “prototypes” into active pilots for real usage and create a use case repository for teams to use in the future.

1 2 3 4 Deep dive

Running product workshops

Core elements: Use the following as a checklist for running product workshops



Evaluate tool proficiency and align on products of focus (ie. Workspace Studio, Gemini Notebook, Workspace with Gemini).



Enable and secure Google Guides (internal champions) to run product workshops at a regular cadence (ie. weekly, monthly)



Leverage Google's product workshops for the latest training on features, demos, and hands-on labs.



Build a repository of workshop use cases that teams can easily access, adapt, and scale for their own projects.

[Jump back to org-wide programs](#)

Pre-work

Share optional and required Google recommended trainings.

Week 1

Share a survey to assess the current skill level of your teams to ensure the content matches their needs.

Week 2

Gemini in Workspace Workshop & office hours (1-2 champions lead)

Week 3

Gemini Notebook Workshop & office hours (1-2 champions lead)

Week 4

Workspace Studio Workshop & office hours (1-2 champions lead)

Week 5

Workspace Skills Workshop & office hours (1-2 champions lead)

Post-training

Consolidate feedback from attendees on any training or enablement gaps and build out AI use case repository and FAQs.

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4 Deep dive

Hosting lunch and learns

Best practices: Use the following as a checklist for hosting lunch and learns



Provide incentives for attendance. If lunch is not provided, call these sessions “brown bag” or “power hour.”



Keep session interactive. Rather than using slides, consider using demos and encourage discussions. Keep sessions short.



Create a friction segment. Attendees bring challenges they encountered during the week and openly discuss solutions.



Create a shared artifact. A single, central repository to post recordings, takeaways, use cases, and prompts.

[Jump back to org-wide programs](#)

Pre-work

Share optional and required Google recommended trainings.

Week 1

Create a lunch and learn sign up tracker and encourage Google Guides or users to lead a session each week.

Week 2

Send out invites to lunch and learns and consider attaching a short 10 second teaser clip to gather interest.

Week 3

Set up a dedicated channel for async Q&A, shared artifacts, and use cases.

Launch

Start hosting sessions once a week. 30 min sessions: 10 mins concept, 10 mins live demo, 10 mins open discussion.

Ongoing

Record sessions, takeaways, and use cases for easy access and sharing.

Google Workspace with  Gemini

Thank you

