JAMES COOK INSTITUTE

DIGITAL & IT

BASIC

Maximising Productivity with Gemini Notebook



Description

This course equips participants, including F&B operations executives, central kitchen leads, restaurant supervisors, outlet managers, and corporate administrative teams, with the practical skills to apply Gemini Notebook, a source-grounded AI knowledge workspace, to review, analyse, and streamline document-heavy F&B operational workflows.

Participants will learn to identify operational documentation bottlenecks, map key work processes, and so on. Through hands-on practice, learners will set up secure, source-grounded AI notebooks to organize complex documentation and generate accurate staff training guides, interactive operational FAQs, and audio overviews directly from verified corporate documents including standard operating procedures (SOPs), hygiene compliance manuals, standard recipes, and supplier agreements. Training is delivered through a blend of facilitated lectures, live demonstrations, and hands-on drill-and-practice activities.

Course Duration
16 Hours

Course Reference No.
TGS-2026067124

Mode of Training
Classroom

Funding Validity
Till 6 Nov 2028

Who is this Course For?

This training is relevant to Operations Executives, Administrative Leads, Customer Service Officers, Corporate Professionals, Business Owners and Managers.

Course Objectives

By the end of this course, learners will be able to:

- Analyse current team-level workflows to map business requirements to existing processes, identify time-consuming operational bottlenecks, and establish information parameters for AI-powered workflow improvement for an industry such as F&B.
- Assess documentation gaps and draft a structured technology integration plan that incorporates risk boundaries, PDPA compliance, and source-grounded AI tool configuration to replace manual data lookup routines.
- Implement and configure secure digital workspaces by executing source-grounding protocols and organising multi-format corporate files into isolated internal directories in accordance with organisational confidentiality requirements.
- Execute advanced semantic prompting techniques to generate accurate business briefs, interactive FAQs, and audio summaries, and evaluate the citation grounding and structural quality of AI-generated outputs to eliminate information errors.
- Identify relevant key performance indicators, implement systems to track technology implementation milestones, document user feedback, and compile management reports demonstrating measurable workflow improvements.

Full Fee $1000

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	$390.00
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	$590.00

Subsidies available: SFC, SFEC, PSEA & UTAP

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.

Visit our Website

6737 5761

Address: 150 Orchard Road, #06-14, Orchard Plaza S238841
Whatsapp: 8767 0614
Mailbox: enquiry@jci.edu.sg

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Course Content

Learning Unit 1: Analysing Workflows and Mapping Business Requirements

- Core Principles of Business Process Analysis with case study on F&B
- Diagnosing Administrative Friction and Document Bottlenecks
- Data Auditing and Scope Formulation for Digital Workflow Improvement

Learning Unit 2: Planning a Secure Technology Integration

- Structuring Technology Integration Blueprints
- Technology Risk Management and Data Privacy Boundaries (including PDPA)
- Drafting the Technology Integration Roadmap

Learning Unit 3: Configuring Secure Gemini Notebook Workspaces

- Environment Setup and Directory Architecture in Gemini Notebook
- Executing Secure Source-Grounding Protocols
- Managing Workspace Access Control and Confidentiality Settings

Learning Unit 4: Prompting and Generating Business Assets

- Advanced Semantic Prompting for Knowledge Retrieval
- Automated Business Asset Generation

Learning Unit 5: Quality, KPIs and Management Reporting

- Citation Auditing and Quality Assurance of AI-Generated Outputs
- Key Performance Indicators for Workflow Improvements
- Implementing Tracking Systems and Compiling the Management Performance Report

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