

PENGENALAN KEPADA GEMINI, NOTEBOOKLM DAN GOOGLE VIDS DALAM PERKHIDMATAN

MyGovUC
KOMUNIKASI BERSEPADU



RABU
19 Februari 2025



MASA
9.00 pagi - 12.30 tengahari



PLATFORM
Google Meet



Penceramah
Edward Satio

Google - Public Sector
Customer Engineer

ETIKA TAKLIMAT DALAM TALIAN

Berikut adalah beberapa etika taklimat yang boleh diamalkan

BERSEDIA LEBIH AWAL



Pastikan audio dan kamera
anda berfungsi dalam
keadaan yang baik

PEKA DENGAN KEADAAN SEKELILING



Pastikan anda dalam ruang
yang kemas dan
bersesuaian

KEKAL DUDUK DAN TUMPUKAN PERHATIAN



Kurangkan pergerakan
berlebihan yang boleh
menarik perhatian

KURANGKAN GANGGUAN



Elakkan makan atau membuat
sebarang bunyi yang boleh
mengganggu perbincangan

AMALKAN SIKAP BERSABAR



Beri peluang kepada peserta
lain untuk mengelakkan salah
faham dalam perbincangan

AKTIFKAN MODE MUTE APABILA TIDAK BERCAKAP



Untuk mengelakkan
gangguan semasa
perbincangan



Gemini in MyGovUC

AI Productivity for Public Officers

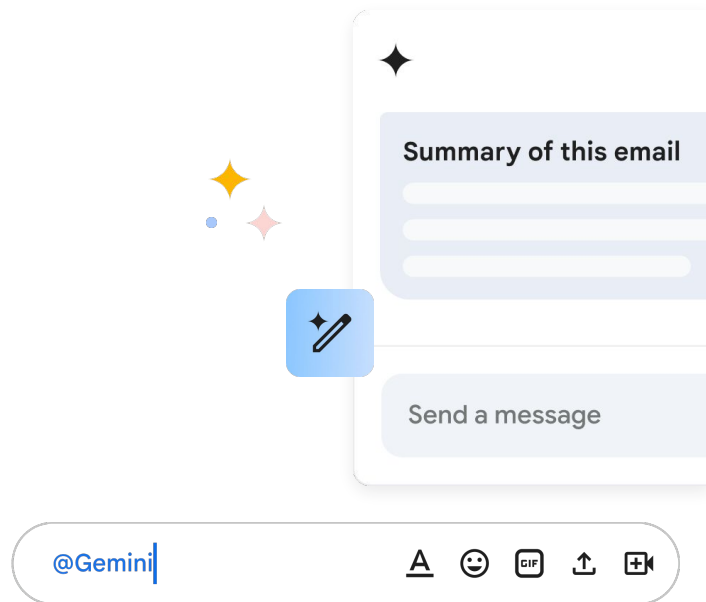
Advanced features, use cases and best practices

Edward Satio

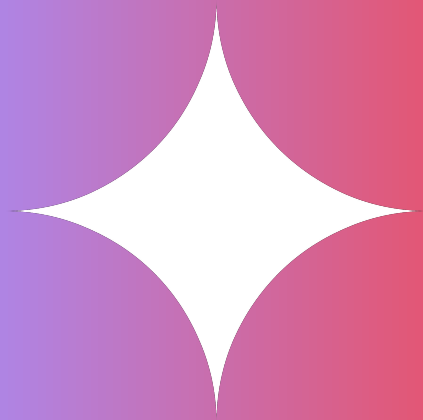
esatio@google.com

Customer Engineer Lead for APAC Public Sector

19 Feb 2025



What is Generative AI





Generative AI is a type of artificial intelligence that **helps humans create content**, such as text and images.

It'll enable a **new era of work**, as it can make humans significantly more **productive, collaborative, and creative**.

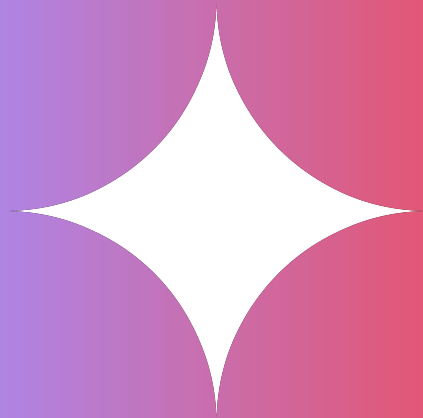


Generative AI has the potential to change the anatomy of work, augmenting the capabilities of individual workers by automating some of their individual activities. Current generative AI and other technologies have the potential to automate work activities that absorb 60 to 70 percent of employees' time today.”



[McKinsey: The economic potential of generative AI: The next productivity frontier](#)

Gemini for Google Workspace



Through 'AI at Work 2.0', the **best of Google AI** is now available to all public officers on Google Workspace



Gemini **Advanced**

Powerful models



Integrated AI across
Workspace

 Gemini

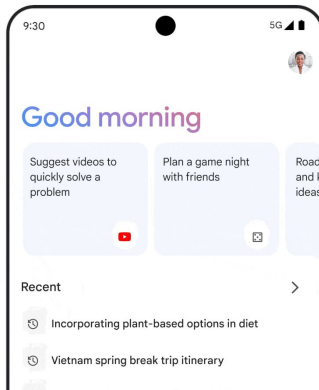
 Google Vids

NotebookLM **Plus**

Innovative new AI products

Gemini **Advanced**

Generative AI for every role in the government



A policy maker



A data analyst



A coding wizard



A citizen-facing agent



A thinking partner and collaborator

Personalize Gemini with Gems, custom AI experts for any topic



Streamline your prompts

Save time on repetitive tasks. Provide context and prompting instructions once, and Gems will remember. Gems can even write the prompt for you.



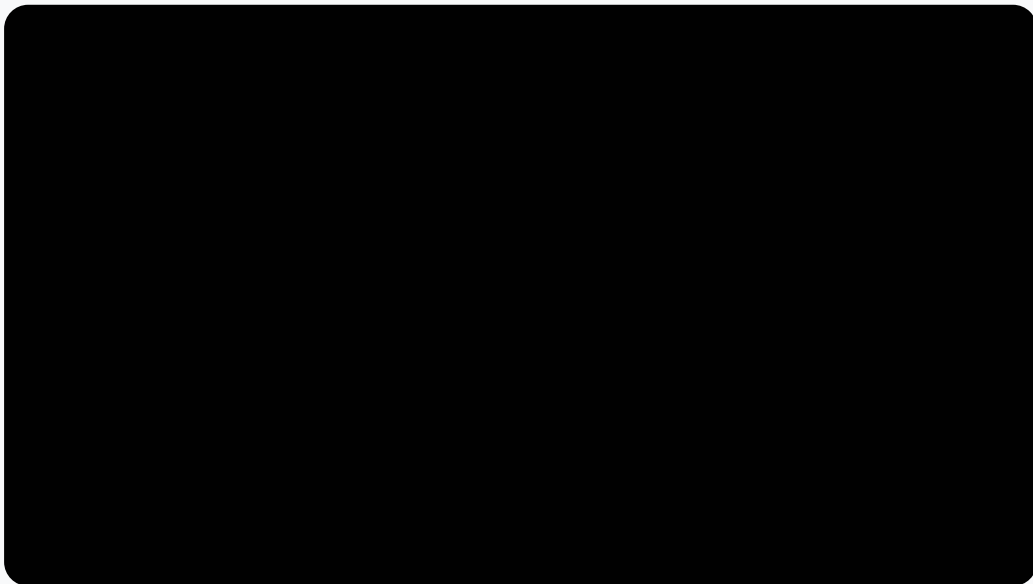
Build your team of experts

Use Gems to boost your productivity, chat with a digital expert or favorite character, or try something new.



Customize your experience

Gems remember your specific instructions, can personalize your tone, and even adopt your preferred style.

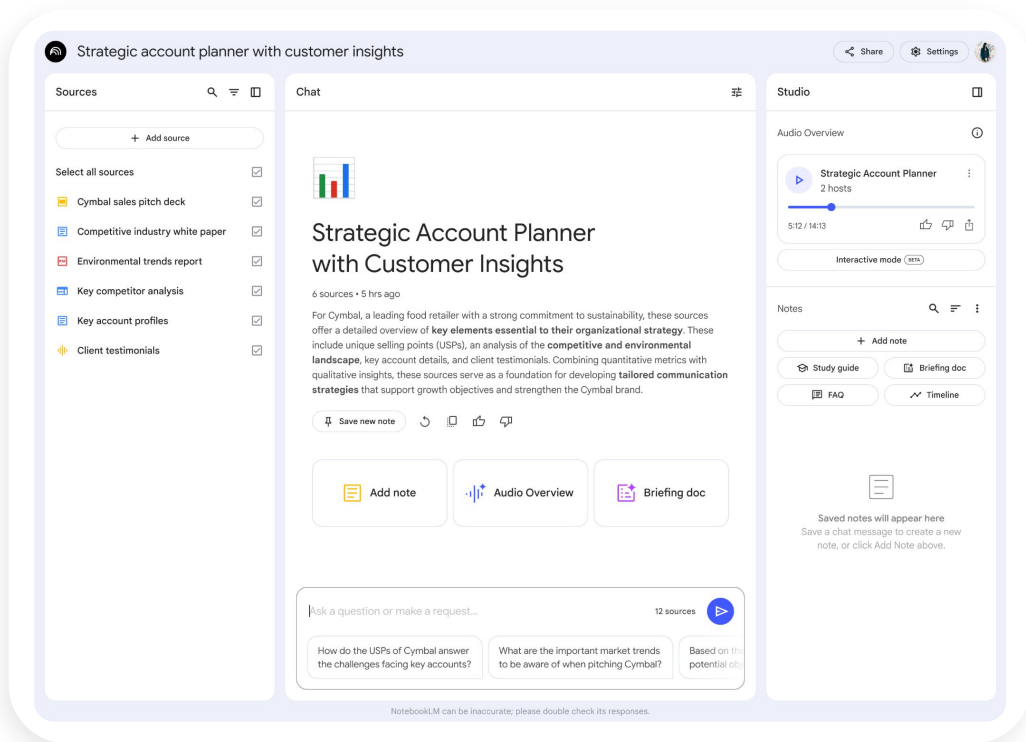


Gems are available in Gemini Advanced

NotebookLM Plus

NotebookLM Plus is the ultimate tool for understanding the information that matters most to you. Acting as a research assistant powered by AI, you'll unlock critical insights faster, grounded only in the sources you provide.

Now, [NotebookLM Plus](#) is available to the public officers in Malaysia.

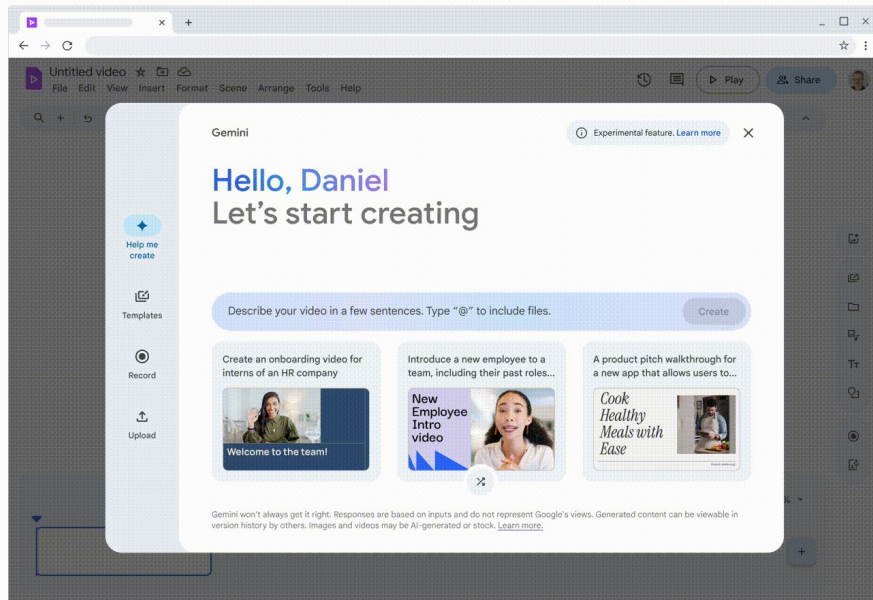




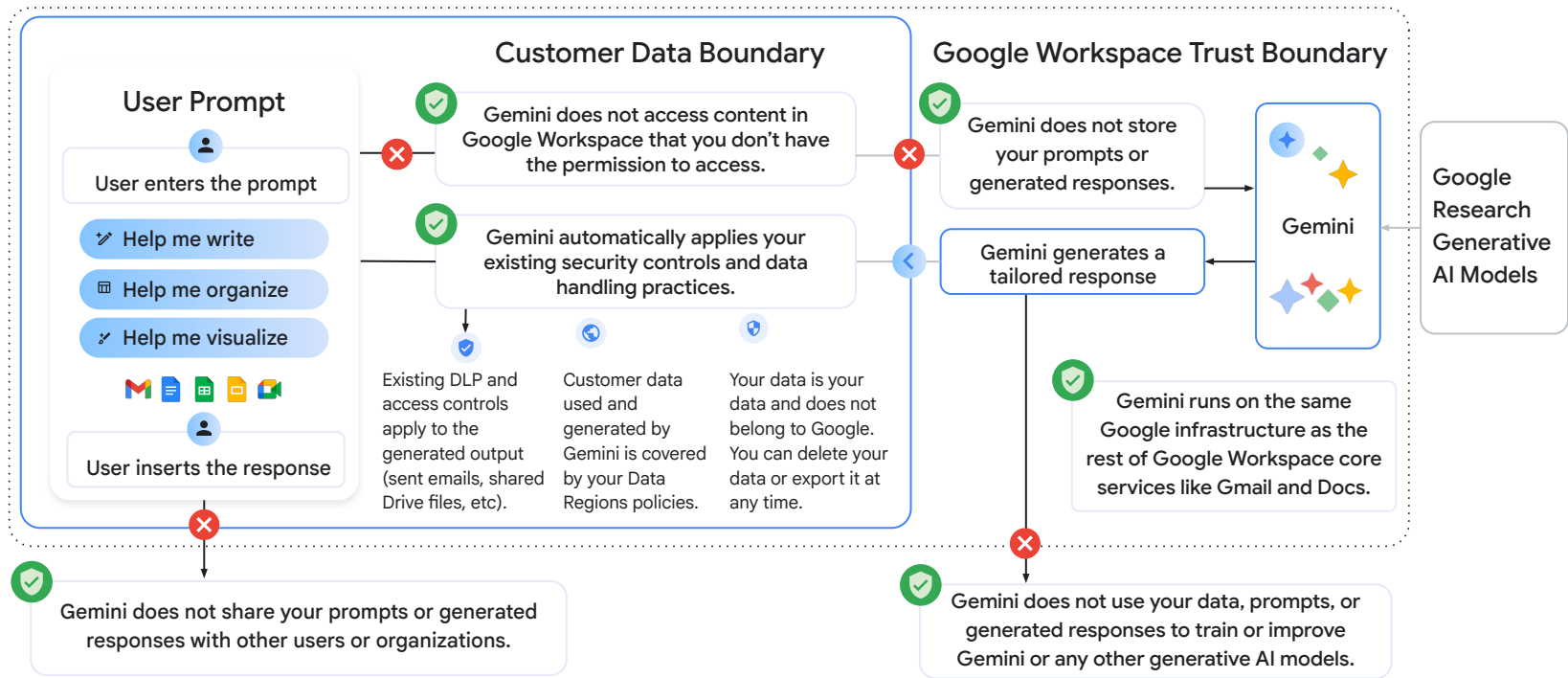
Build engaging video stories

Help your team easily build and tell compelling stories at work through AI-powered video creation.

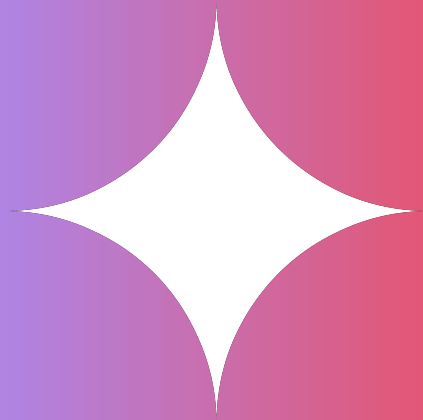
With just a simple prompt and content from your Google Drive, Vids generates your video storyboard and helps build your narrative.



Gemini for Workspace Enterprise data privacy and governance



How can I use it?

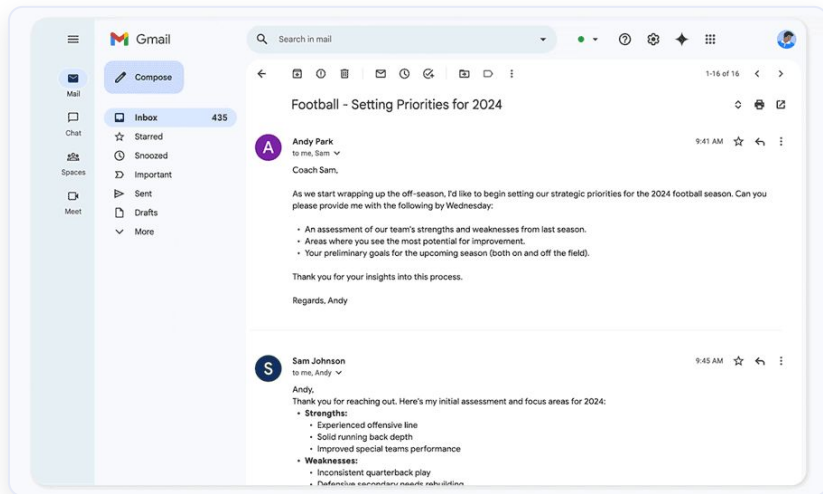


Unleash your potential with Gemini for Google Workspace

Gemini for Workspace is a powerful new way of working, teaching, and learning with generative AI

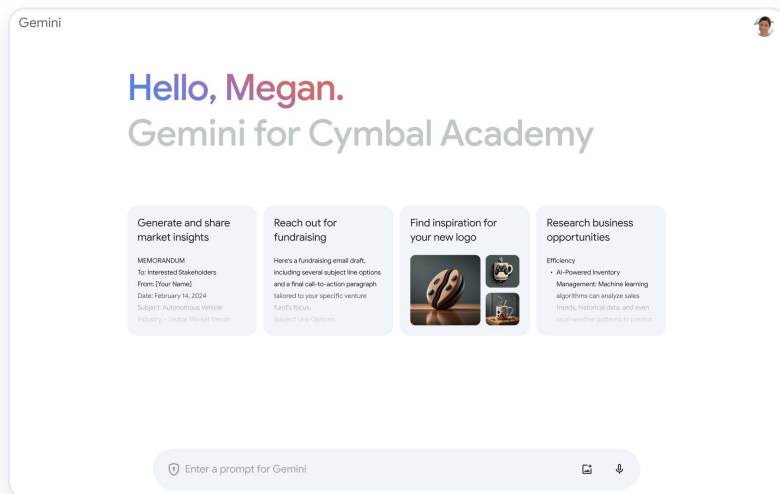
Gemini across Workspace apps

Access Gemini in Gmail, Docs, Classroom, Sheets, Slides, Drive, and Meet



Gemini Advanced

Access our most capable AI models widely available today



Improve productivity with Gemini in the side panel of your apps



Unlock the power of your Drive files

Through the side panel, Gemini can assist you with summarizing, analyzing, and generating content by using insights gathered from your emails, documents, and more.



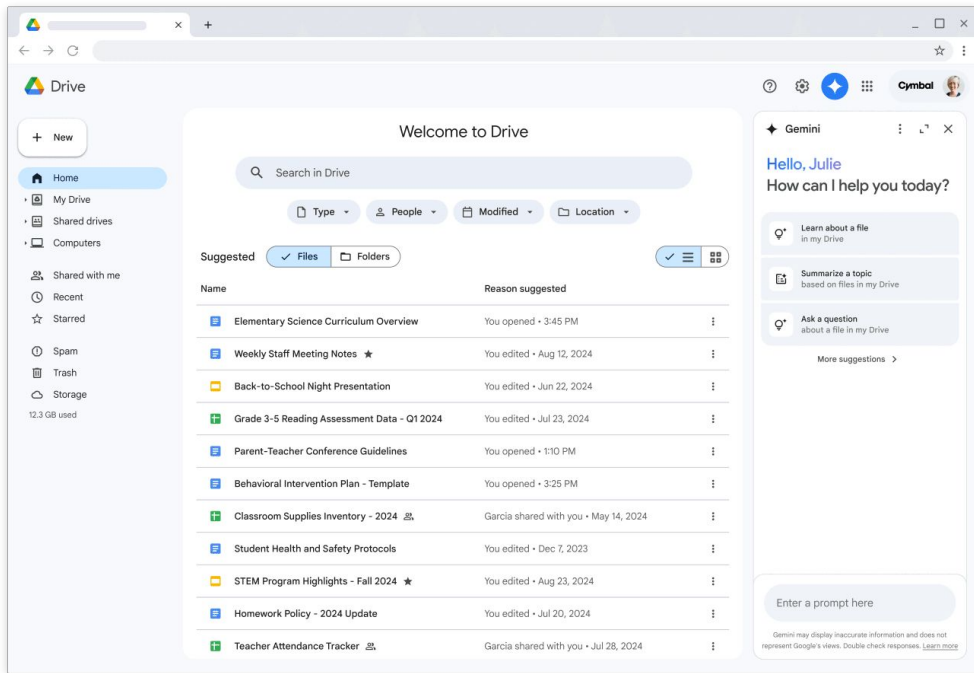
Access Gemini from wherever you're working

Quickly get help from Gemini right in the side panel of your apps – all without switching applications or tabs.



See suggested prompts and automatic summaries

Gemini automatically summarizes the content you're working on and provides contextually relevant prompts to help you get started.

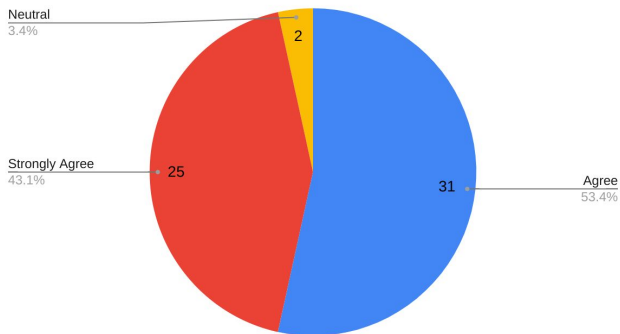


Gemini Trial with JDN (MyGovUC)



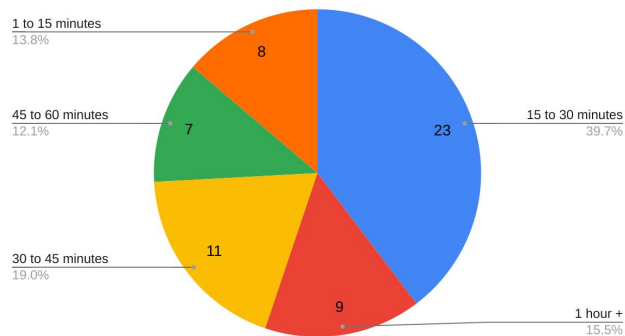
- Trial engagement ran for 12 weeks (Aug-Oct) with 50 users
- Positive feedback from end users

Count of Saved time



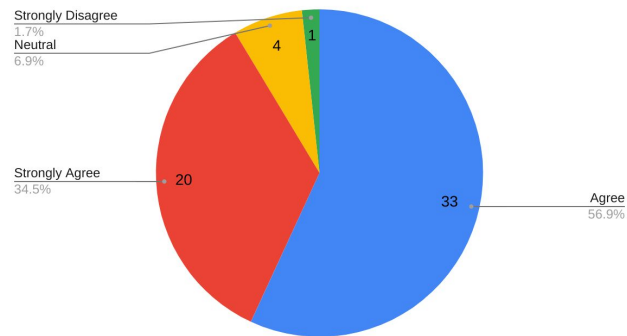
96.5% setuju bahawa kegunaan Gemini menjimatkan masa

Count of Save time per day



Purata menjimatkan **39 minit** setiap hari

Count of Improved work quality



91.4% setuju bahawa kegunaan Gemini menambah baik kualiti kerja

Identified tasks Gemini is used for



- **Communication:** Drafting emails, memos, and other communications to internal and external stakeholders. Responding to emails and messages.
- **Content Creation:** Drafting and updating documents, policies, and presentations. Summarizing information and creating reports.
- **Research:** Conducting research online for various purposes, such as gathering information on government policies or new technologies.
- **Meeting Support:** Writing meeting notes, summarizing action items, and assisting with meeting organization and logistics.
- **Data Analysis:** Performing data analysis on spreadsheets and other data sources.
- **Other Activities:** Some individuals have more specialized tasks, like software development, coding, or managing IT infrastructure.



Summarize policy documents

Prompt sample:

“Summarize the speech in this document

https://www.mof.gov.sg/docs/librariesprovider3/budget2024/download/pdf/fy2024_budget_statement.pdf”

Hello.

Gemini for ailanatech.com

Prepare for new customer calls

Intro (1-2 minutes)

- “Mr. [Customer Name], thanks for taking the time today. With your role at [Company], I imagine driving procurement of high-quality chemical inputs and

Grow your music audience with creative partnerships

1. Strategic Partnerships with Lifestyle Brands

- The Concept: Reggaeton's energy and cultural association with fashion and vibrant self-expression align perfectly with

Reach out for fundraising

Here's a fundraising email draft, including several subject line options and a final call-to-action paragraph tailored to your specific venture fund's focus.

Subject Line Options:

Practice customer objection handling

Objection 1: “Your prices seem high compared to our current supplier.”

- Acknowledge: “Cost optimization is key. Let's dive deeper. While upfront price might differ slightly, could a 3% reduction in

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Google Workspace



Extract information from documents

Prompt sample:

“How much is the CDC vouchers provided based on that document?”

https://www.mof.gov.sg/docs/librariesprovider3/budget2024/download/pdf/fy2024_budget_statement.pdf”

- Enhanced GST Voucher scheme
- Increased Child Development Account benefits and Baby Bonus Cash Gift
- Additional support for lower-income families

• Tax Adjustments:

- Increases in Buyer's Stamp Duty for higher-value properties
- Increase in Additional Registration Fee for certain vehicles
- Personal income tax adjustments

• Investments in the Future

- Substantial funding for economic transformation, skills development, and innovation
- Support for businesses, especially in high-growth sectors
- Continued focus on social programs, healthcare improvements, and retirement adequacy

Overall Message

The Singapore Budget 2024 aims to balance the need to help Singaporeans with immediate concerns like rising costs with long-term investments in the nation's economic and social development. It emphasizes a vision for shared prosperity even while acknowledging the tight fiscal constraints the government faces.



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Extract information and translate to another language

Prompt sample:

“Summarize this document in Hindi Language

[https://www.uppcl.org/site/writereaddata/sit](https://www.uppcl.org/site/writereaddata/siteContent/202008241315385951Policy-Preservation_240820.pdf)

eContent/202008241315385951Policy-Preservation_240820.pdf”

Gemini (gemini.google.com) is available in more than 40 languages, including: English, Japanese, Korean, Arabic, Bahasa Indonesia, Bengali, Bulgarian, Chinese (Simplified / Traditional), Croatian, Czech, Danish, Dutch, Estonian, Farsi, Finnish, French, German, Gujarati, Greek, Hebrew, Hindi, Hungarian, Italian, Kannada, Latvian, Lithuanian, Malayalam, Marathi, Norwegian, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swahili, Swedish, Tamil, Telugu, Thai, Turkish, Ukrainian, Urdu and Vietnamese.

Gemini

E

Hello.
Gemini for ailanatech.com

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Generate inspiration for your blog

Topic 1: The Psychology of Post-Pandemic Travel
• Target Audience: Tourism operators, destination marketing organizations, travel industry analysts

Elevate Your Coffee Business with Future-Forward Tech

Efficiency
• AI-Powered Inventory Management: Machine learning algorithms can analyze sales trends, historical data, and even local weather patterns to predict

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Comms and Change Management

Prompt sample:

“Create an internal corporate communication email to announce the new policy in this document

https://www.uppcl.org/site/writereaddata/siteContent/202008241315385951Policy-Preservation_240820.pdf”

Gemini



Hello.
Gemini for ailanatech.com

Generate and share market insights

MEMORANDUM
To: Interested Stakeholders
From: [Your Name]
Date: February 14, 2024
Subject: Autonomous Vehicle
Industry – Global Market Trends

Practice customer objection handling

Objection 1: “Your prices seem high compared to our current supplier.”
• Acknowledge: “Cost optimization is key. Let’s dive deeper. While upfront price might differ slightly, could a 2% reduction in

Create an ideal target audience report for a new product

Phase 1: Defining the Ideal Target Audience
I’ll leverage several resources and tactics to provide a comprehensive report. Here’s the plan:
Data Sources

Create a strategic marketing plan

Part 1: Competitor Analysis
• Identify Your Rivals: Search for both direct competitors (other AI-driven fitness apps) and indirect competitors (traditional fitness apps, online coaching

Create an internal corporate communication email to announce the new policy in this document
https://www.uppcl.org/site/writereaddata/siteContent/202008241315385951Policy-Preservation_240820.pdf



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Comms and Change Management

Prompt sample:

“You are a Change Management Officer in a government agency. The agency is announcing a new policy to ban the access of personal emails on government devices. Create a communication email to all government employees about the ban of personal email access, citing risks of government information leak, phishing, malware and data sovereignty.”

Hello.

Gemini for ailanatech.com

Prepare for new customer calls

Intro (1-2 minutes)

- “Mr. [Customer Name], thanks for taking the time today. With your role at [Company], I imagine driving procurement of high-quality chemical inputs and

Generate and share market insights

MEMORANDUM

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From: [Your Name]
Date: February 14, 2024
Subject: Autonomous Vehicle Industry - Global Market Trends

Create an ideal target audience report for a new product

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Grow your music audience with creative partnerships traffic from Instagram

Comments vs. Shares - What Impacts What?
• Comments: The Signal of Engagement

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Summarize your videos



YouTube

Summarize



Ancient
Geog
Nationa
The Ar
its pyr
tombs
But wh

YouTube video views will be stored in your YouTube History, which may be used by YouTube according to its [Terms of Service](#)

Enabled

Google Flights

Google Hotels

Google Maps

YouTube

Disabled

YouTube Music

Hello.

Gemini for ailanatech.com

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Phase 1: Defining the Ideal Target Audience
I'll leverage several resources and tactics to provide a comprehensive report. Here's the plan:
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Prompt Gemini for ailanatech.com





Create your images

Prompt sample:

“Create an image of a library shelf full of books. There are study desks in front of it where students can study”

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Prompt sample:

“Explain these codes:”

```
Code Blame 53 lines (53 loc) - 1.75 KB
```

Raw Copy Paste

```
1  /**
2   * Copyright Google LLC
3   *
4   * Licensed under the Apache License, version 2.0 (the "License");
5   * you may not use this file except in compliance with the License.
6   * You may obtain a copy of the License at
7   *
8   * https://www.apache.org/licenses/LICENSE-2.0
9   *
10  * Unless required by applicable law or agreed to in writing, software
11  * distributed under the License is distributed on an "AS IS" BASIS,
12  * WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND, either express or implied.
13  * See the License for the specific language governing permissions and
14  * limitations under the License.
15  */
16  // [START calendar_quickstart]
17  /**
18   * Lists 10 upcoming events in the user's calendar.
19   *
20   * @see https://developers.google.com/calendar/api/v3/reference/events/list
21   */
22  function listUpcomingEvents() {
23    const calendarId = 'primary';
24    // Add query parameters in optionalArgs
25    const optionalArgs = {
26      timeMin: (new Date()).toISOString(),
27      showDeleted: false,
28      singleEvents: true,
29      maxResults: 10,
30      orderBy: 'startTime'
31    };
32    // Use an other optional query parameter here as needed.
33  }
34  try {
35    // call events.list method to list the calendar events using calendarId optional query parameter
36    const response = calendar.Events.list(calendarId, optionalArgs);
37    const events = response.items;
38    if (events.length === 0) {
39      console.log('No upcoming events found!');
40      return;
41    }
42    // Print the calendar events
43    for (const event of events) {
44      let when = event.start.dateTime;
45      if (!when) {
46        when = event.start.date;
47      }
48      console.log(`${ event.summary }, when:`, when);
49    }
50  }
```

Hello.
Gemini for ailanatech.com

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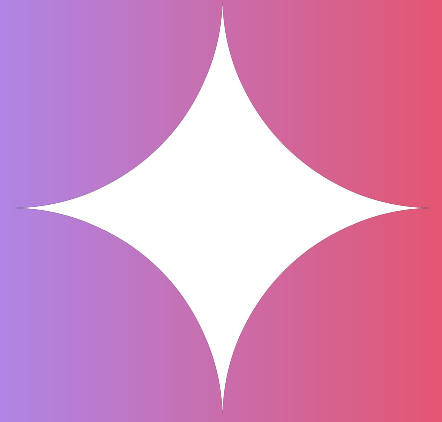
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© Prompt Gemini for ailanatech.com



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Best practices



Let's master the art of **PROMPTING**

Prompt Engineering: The Art of Steering GenAI

What is Prompting?

Prompt engineering is the meticulous crafting of **inputs** for large language models (LLMs) to generate the most *helpful, informative, and creative responses*

Prompt Design

(=Prompting)

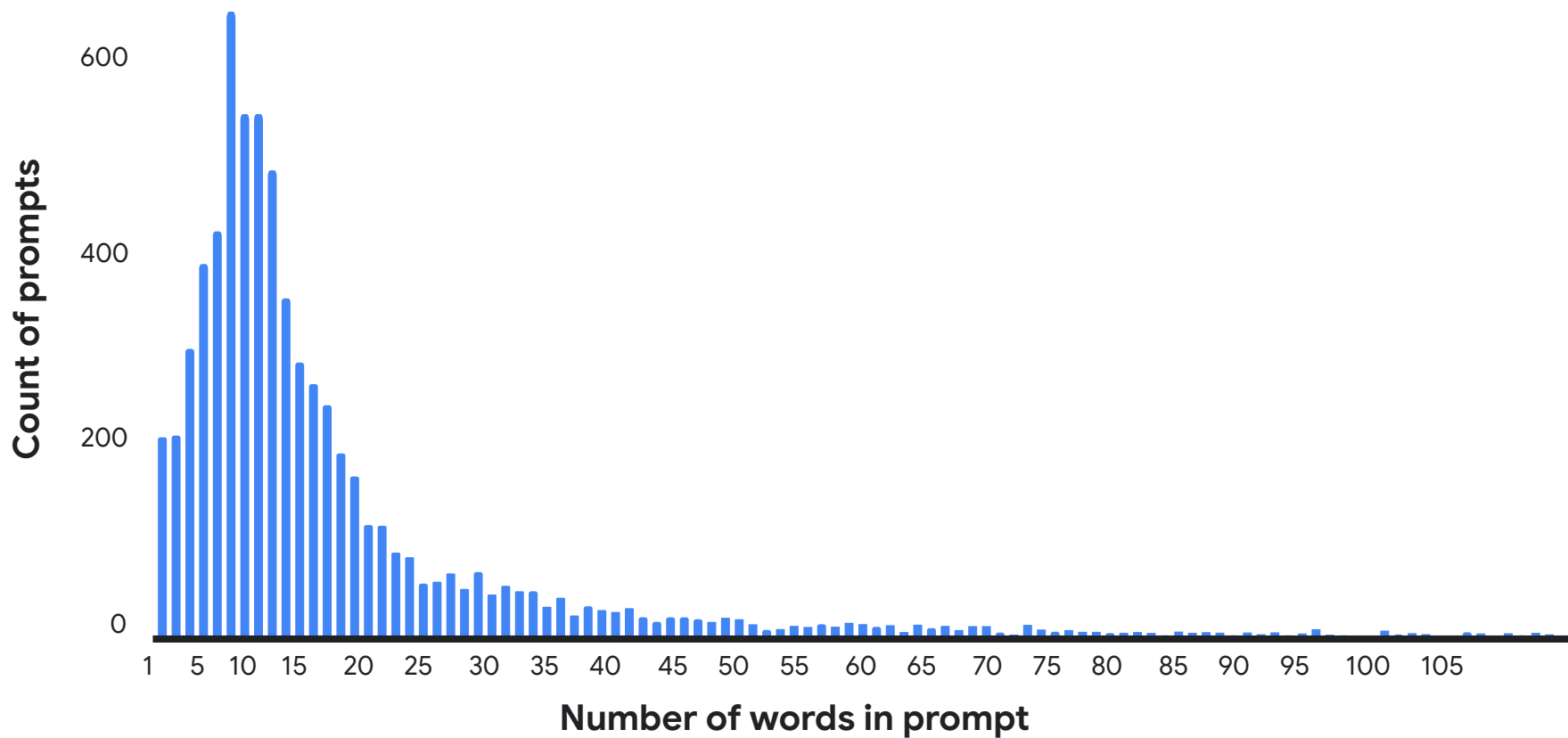
(=Prompt Engineering)

(=Priming)

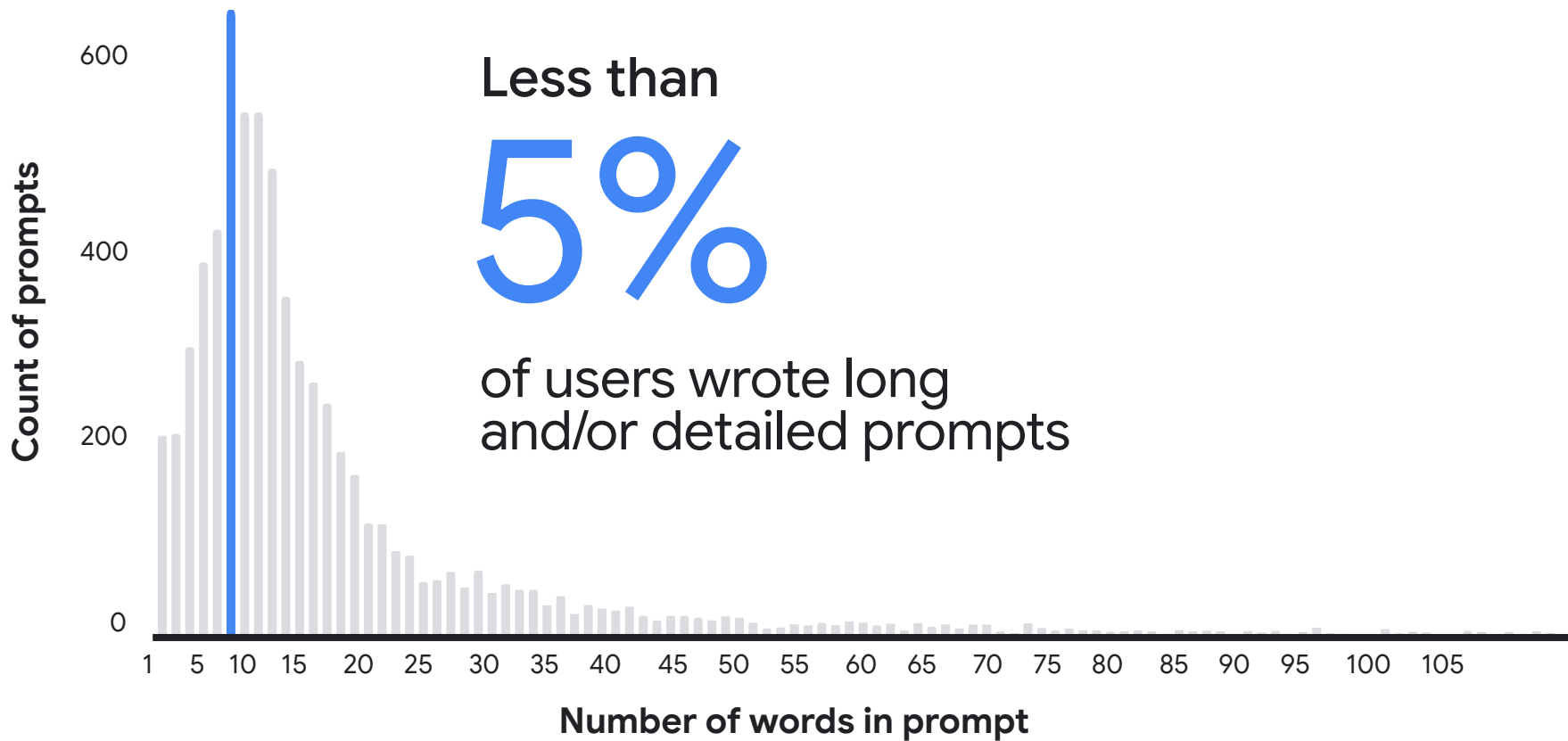
(=In-context learning):

The art and science of figuring out what text to feed your language model to nudge the model to behave in the desired way.

Study on 10,000 Prompts



~9 words (most prompts)





Persona



Task



Context



Format

Prompt Structure - General Approach

Prompt format: Persona Context Task Format

Example:

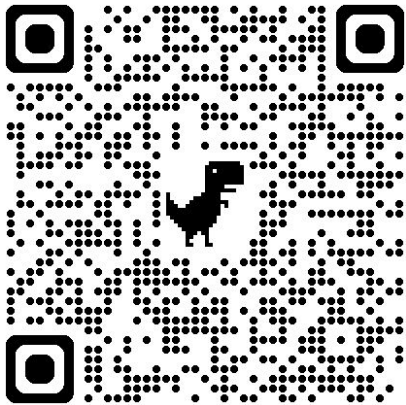
You are a Google Cloud Account Executive. Draft a door opener email to [persona] based on challenges in the [customer's] 2023 Q4 quarterly report. Limit to 250 characters and use bullet points.

You don't need to use all of these in your prompts, but using a few will help!



Find more examples in our Gemini Prompting Guide 101

[Download our quick-start handbook and learn about writing effective prompts to supercharge your productivity using Gemini for Workspace.](#)

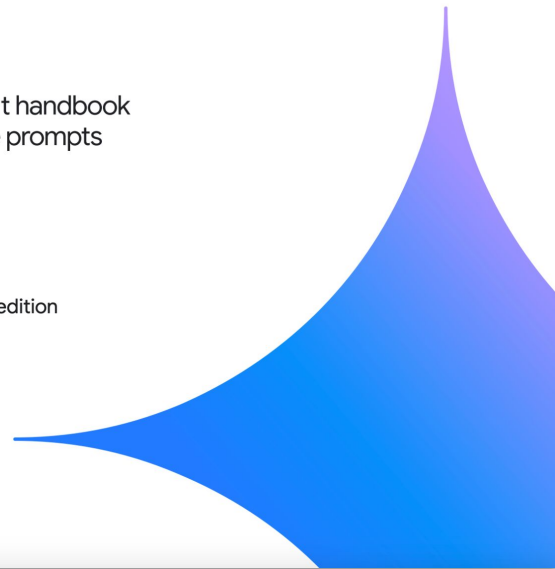


Gemini for Google Workspace

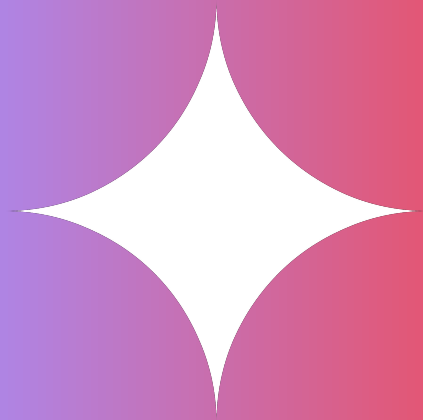
Prompting guide 101

A quick-start handbook
for effective prompts

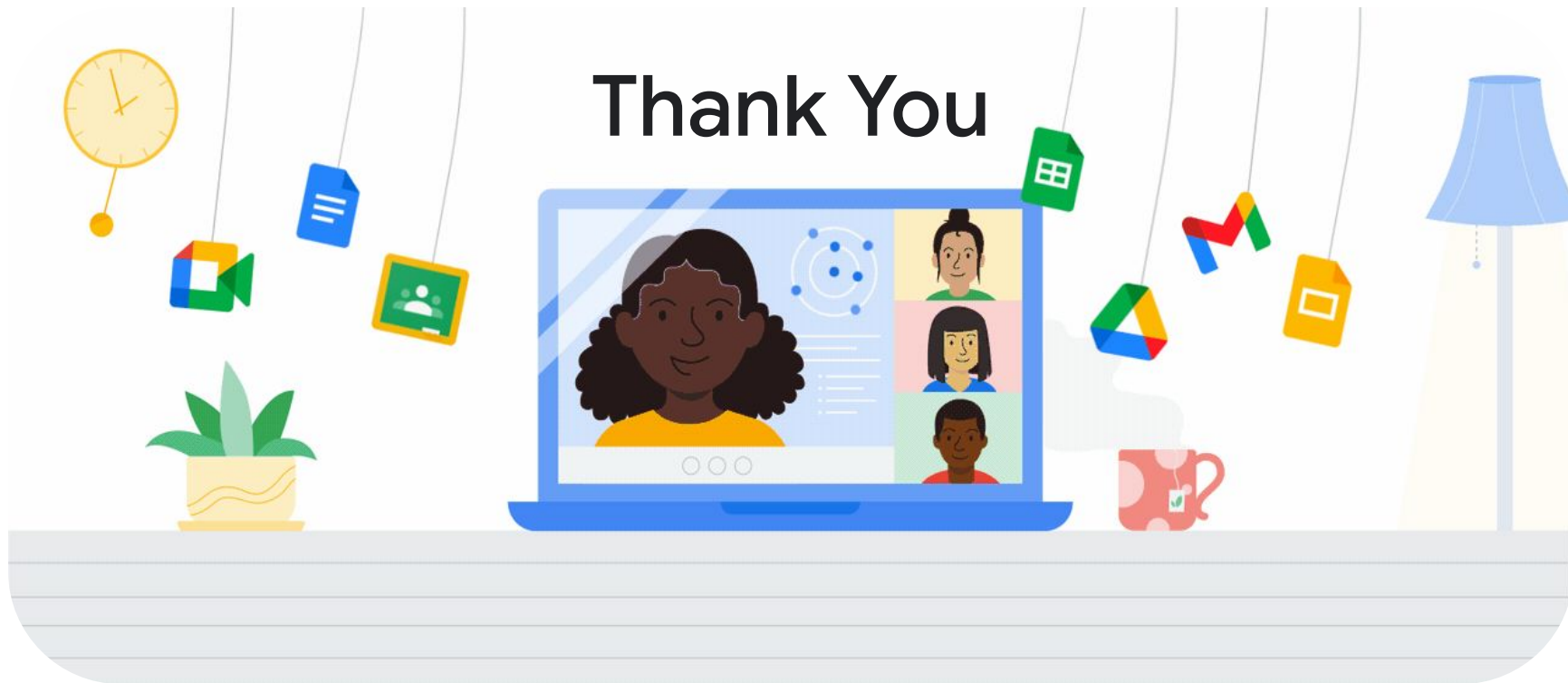
October 2024 edition



Live demos



Thank You



Every Day Is A Workspace Day