



NotebookLM

Work Smarter with Your Own AI Research Assistant

2 Days Training



COURSE OVERVIEW

This 2-day hands-on workshop teaches you how to use NotebookLM, an AI-powered knowledge assistant, to research faster, create smarter content, and manage projects more efficiently. Learn to upload sources, generate insights, and apply AI in real business scenarios—ethically and effectively.

COURSE OBJECTIVE

- Use NotebookLM to manage and analyze information efficiently
- Generate content, summaries, and insights with AI assistance
- Apply NotebookLM to real business tasks for smarter decision-making

RECOMMENDED FOR

professionals, analysts, project managers, and content creators who want to boost productivity, streamline research, and make better decisions

COURSE HIGHLIGHTS



Upload and organize your own knowledge sources for AI-powered assistance



Generate summaries, insights, and content from complex documents



Visualize ideas with mind maps, checklists, and structured outlines



Apply NotebookLM to real-world business scenarios and workflows



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Course Outline

DAY 1: FOUNDATION & CORE INTERACTION

1

Introduction to NotebookLM

Objectives: Understand the course scope, meet fellow participants, grasp NotebookLM's core value.

- Welcome, Trainer & Participant Introductions
- Course Objectives & Agenda Overview
- Lesson 1.1: What is NotebookLM? (Concept & Value Proposition)
- Activity: Icebreaker

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Getting Started with NotebookLM

Objectives: Navigate the interface, understand core components, log in successfully.

- Lesson 1.2: Key Benefits & Business/Education Use Case Overview
- Lesson 1.3: Interface Tour & Core Concepts (Notebooks, Sources, Notes) + Live Demo
- Lesson 1.4: Setting Up Your Account & Basic Navigation + Activity: Hands-on Login & UI
- Exploration (Exercise 1.3)

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Working with Sources

Objectives: Identify supported source types, upload/manage sources, apply best practice for source selection.

- Lesson 2.1: Supported Source Types (PDF, Docs, Web, Text, etc.)
- Lesson 2.2: How to Upload and Manage Sources + Demo & Hands-on Upload Practice
- (Exercise 2.2)
- Lesson 2.3: Best Practices for Source Selection & Organization (Corporate Context)
- Lesson 2.4: Advanced Source Management Tips (Handling large files, complex layouts -
- Discussion)
- Activity: Group Discussion on Source Selection Challenges

Course Outline

DAY 1: FOUNDATION & CORE INTERACTION

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Core Interaction - Q&A & Citations

Objectives: Formulate effective questions, understand AI responses/citations, synthesize information.

- Lesson 3.1: Formulating Effective Questions for Business Needs + Demo
- Lesson 3.2: Understanding AI Responses & Verifying Citations + Activity: Hands-on Q&A
- Practice (Exercise 3.1) & Citation Verification (Exercise 3.2)
- Lesson 3.3: Going Beyond Simple Q&A (Synthesizing Information) + Activity: Synthesis Q&A
- Exercise (Exercise 3.3)
- Brief Discussion: Assessing the quality of AI responses.

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Discovering New Information

Objectives: Utilize the "Discover Sources" feature effectively, evaluate and import discovered content.

- Lesson 4.1: Introduction to "Discover Sources"
- Lesson 4.2: How to Use Discover Sources Effectively + Demo (Market Research Scenario)
- Lesson 4.3: Evaluating and Importing Discovered Sources + Activity: Hands-on Discover
- Sources Practice (Exercise 4.2 & 4.3)
- Q&A / Troubleshooting common 'Discover Sources' issues.

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Basic Content Generation

Objectives: Generate summaries and outlines from sources for practical applications.

- Lesson 5.1: Generating Summaries and Outlines
- Activity: Demo & Hands-on Exercise (5.1) (Meeting Summary Use Case)

Course Outline

DAY 2: ADVANCED FEATURES & PRACTICAL APPLICATION

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Advanced Content Generation & Notes

Objectives: Create diverse content formats (study guides, timelines, briefing docs), manage notes effectively.

- Lesson 5.2: Creating Study Guides (Application: Onboarding) + Demo & Hands-on Exercise (5.2)
- Lesson 5.3: Building Timelines (Application: Project Management) + Demo & Hands-on Exercise (5.3)
- Lesson 5.4: Developing Briefing Documents (Application: Exec Summaries) + Demo & Hands-on Exercise (5.4)
- Lesson 5.5: Effective Notetaking & Management Strategies + Demo & Hands-on Exercise (5.5)

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Visualizing Information with Mind Maps

Objectives: Understand the value of mind maps, generate/interpret them, explore connections within sources.

- Lesson 6.1: Value of Mind Maps in Business
- Lesson 6.2: Generating and Interpreting Mind Maps + Demo
- Lesson 6.3: Using Mind Maps to Explore Connections + Activity: Hands-on Mind Map
- Generation & Exploration (Exercise 6.2 & 6.3)

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Leveraging Audio Features

Objectives: Create standard and custom audio overviews, understand interaction possibilities.

- Lesson 7.1 & 7.2: Creating Standard & Customized Audio Overviews + Activity: Demo & Hands-on Exercise (7.1 & 7.2)
- Lesson 7.3: Interaction with Audio & Use Cases (Discussion)

Course Outline

DAY 2: ADVANCED FEATURES & PRACTICAL APPLICATION

Advanced Analysis & Responsible Use

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Objectives: Analyse text for tone/sentiment, understand code applications (if relevant), discuss ethical use cases.

- Lesson 8.1: Analysing Text/Presentations (Tone, Sentiment) + Activity: Demo & Hands-on Exercise (8.1) (Customer Feedback Scenario)
- Lesson 8.2: Code Understanding & Documentation + Brief Demo (if relevant)
- Lesson 8.3: Responsible AI Use & Ethical Considerations (Personal Insights, Data Privacy, Bias) + Activity: Discussion (Exercise 8.3 - Conceptual)

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Collaboration and Integration

Objectives: Share notebooks effectively, discuss integration strategies with existing tools.

- Lesson 9.1: Sharing Notebooks for Team Projects + Activity: Demo & Discussion (Exercise 9.1)
- Lesson 9.2: Integrating NotebookLM Insights with Other Business Tools + Activity: Discussion (Workflow Integration Scenarios) (Exercise 9.2)

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Practical Applications Workshop & Best Practices

Objectives: Apply learned skills to relevant tasks, learn power user tips.

- Lesson 10.1: Real-World Business Scenarios Workshop + Activity: Participants apply
- NotebookLM to work-related tasks/case studies (Exercise 10.1) with trainer support & formative feedback
- Lesson 10.2: Tips for Becoming a NotebookLM Power User & Troubleshooting Recap
- Lesson 10.3: Course recap & Key Takeaways

Trainer Profile

Azhan Bin Abdullah Director / Lead Trainer, MatrixC Academy



Azhan Abdullah is an accomplished IT Director and seasoned trainer with over two decades of experience in cloud platform implementation, business intelligence, digital storytelling, and dashboard training. Having worked extensively in both the government and banking sectors, Azhan's expertise spans large-scale automation projects, data integration, and process optimization. His unique approach to training focuses on real-world use cases, offering participants practical insights drawn from his years of managing high-impact projects across industries.

Azhan specializes in training professionals to use AI-powered tools like Google Vids and Suno.AI to enhance corporate communication, marketing, and training initiatives. In addition, he provides comprehensive dashboard training, teaching teams how to leverage data visualization and storytelling for enhanced decision-making and project tracking. With a focus on hands-on learning and practical application, Azhan empowers organizations to produce engaging, professional-quality content and optimize internal processes, driving both operational efficiency and brand visibility.