

Summary of the Training Video: “Using Notebook LM to Capture Institutional Knowledge”

Key Points

1. Introduction to Notebook LM

- Access it at notebooklm.google.com.
- Described as a tool for creating a custom “Google search engine” tailored for an organization’s internal documents and knowledge.
- Allows users to upload PDFs, Google Docs, websites, YouTube clips, and text, making it a highly versatile platform.

2. Features of Notebook LM

• Custom Chatbot Creation:

- Upload internal documents (e.g., board policies, organizational handbooks) and query them like a search engine.
- Provides summarized, searchable information based on uploaded content.
- Highlighted text within search results offers easy reference to the original documents.

• Examples of Use Cases:

• MACE History Chatbot:

- Uploaded historical PDFs of the MACE organization to answer specific questions about its history, such as its founding or name changes.

• Board Policies Chatbot:

- Converted a 700-page board policy document into a searchable chatbot to make information like filing grievances accessible to all employees.

3. “Gloria” Project

- A chatbot designed to preserve institutional knowledge for future generations of employees.
- Named after a former highly organized employee and stands for “Generational Legacy of Organized Resources by an Innovative Assistant.”
- Connects with live Google Drive documents, allowing for dynamic updates and “living documents.”
- Focused on capturing unique knowledge, such as tech department priorities or operational procedures.

4. Capturing Knowledge Efficiently

- Tools like **Voice Memos** (on Mac/iPhone) are used to record aha moments or meeting insights.
- AI transcribes these recordings for easy integration into Google Docs.

- Workflow for capturing knowledge:

1. Record insights or meeting notes using Voice Memos.
2. Transcribe and summarize key points using AI tools like ChatGPT.
3. Integrate the summaries into Google Docs and sync with Notebook LM for organizational use.

5. Practical Applications

- **Preserving Institutional Knowledge:**

- Ideal for documenting procedures and insights from retiring staff, such as athletic directors, maintenance directors, and superintendents.
- Helps ensure continuity and prevents the loss of critical knowledge during staff transitions.

- **Sharing Knowledge:**

- Customize sharing permissions for internal or external collaborators.
- Useful for creating centralized, searchable repositories of organizational knowledge.

6. Additional Features

- **Interactive Podcast Creation:**

- Upload content and generate AI-driven podcasts simulating a conversation about the topic.
- Can be used for education or entertainment, though still in beta.

- **Fun Experiments:**

- Users have explored creative applications like analyzing song lyrics or conducting discussions on niche topics.

7. Importance of Institutional Knowledge Systems

- Highlights the challenges of knowledge loss during leadership transitions.
- Notebook LM can mitigate these challenges by providing a structured, searchable platform for key organizational information.
- Encourages developing systems to capture, analyze, and share knowledge across teams.

8. Recommendations

- **For Schools:**

- Use Notebook LM for HR handbooks, board policies, and capturing insights from experienced staff.

- **For Everyone:**

- Invest time in creating structured systems for knowledge management using tools like Notebook LM and SchoolAI.

- **Next Steps:**

- Move beyond individual AI use to organizational strategy:

1. Introduce AI tools to staff.
2. Leverage AI as practical tools for efficiency.
3. Develop a system-wide strategy for AI adoption, focusing on innovation and institutional knowledge.

By combining tools like **Notebook LM** and **SchoolAI**, organizations can effectively preserve, share, and utilize institutional knowledge, ensuring continuity and fostering innovation.