

# Using Google NotebookLM to Create Aged Care Training Resources

---

## *A Practical Guide for Nurse Educators and Quality Teams*

---

### **Purpose**

This guide demonstrates how to leverage Google NotebookLM to develop customized training and education resources around the new Strengthened Aged Care Quality Standards. It enables educators and leaders to generate role-specific materials—such as study guides, FAQs, mind maps, and summaries—that align directly with official documentation.

### **Overview of Capabilities**

NotebookLM is an AI tool that allows users to:

- Ask specific questions and receive answers based solely on the uploaded material
- Generate plain-language podcast-style overviews
- Create mind maps to explore key ideas and relationships
- Automatically produce FAQs, study guides, and briefings for staff education

### **Benefits of AI-Driven Custom Education**

By harnessing AI-powered content creation, you can:

- Tailor learning for every role: Craft targeted resources for RNs, EENs, PCAs, allied health, and administrative staff
- Highlight relevant standards: Emphasize the sections most critical to each team—e.g., clinical care versus lifestyle
- Ensure consistency: Maintain accuracy by drawing directly from the authoritative source document

### **Best Practices**

Never upload sensitive information or any healthcare-related data to Google. Only use materials you are comfortable with Google seeing and processing.

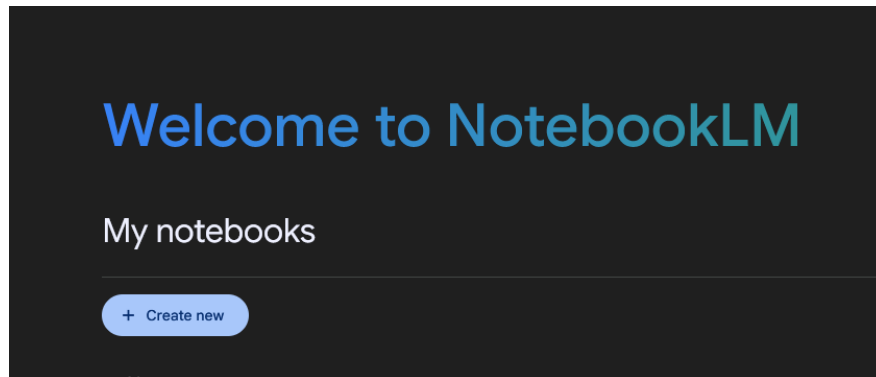
## Step-by-Step Guide

### Step 1: Access the Platform

- Visit: <https://notebooklm.google.com>
- Sign in using a Google account (free)

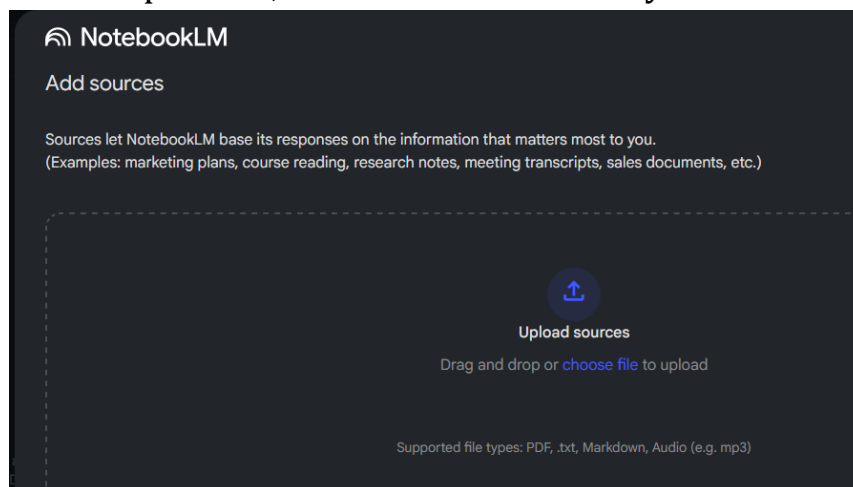
### Step 2: Create a New Notebook

- Click "Create new"



### Step 3: Upload the Source Document

- Upload the Strengthened Aged Care Quality Standards PDF (available via the Department of Health website)
- Once uploaded, the AI can refer directly to this document in all responses.



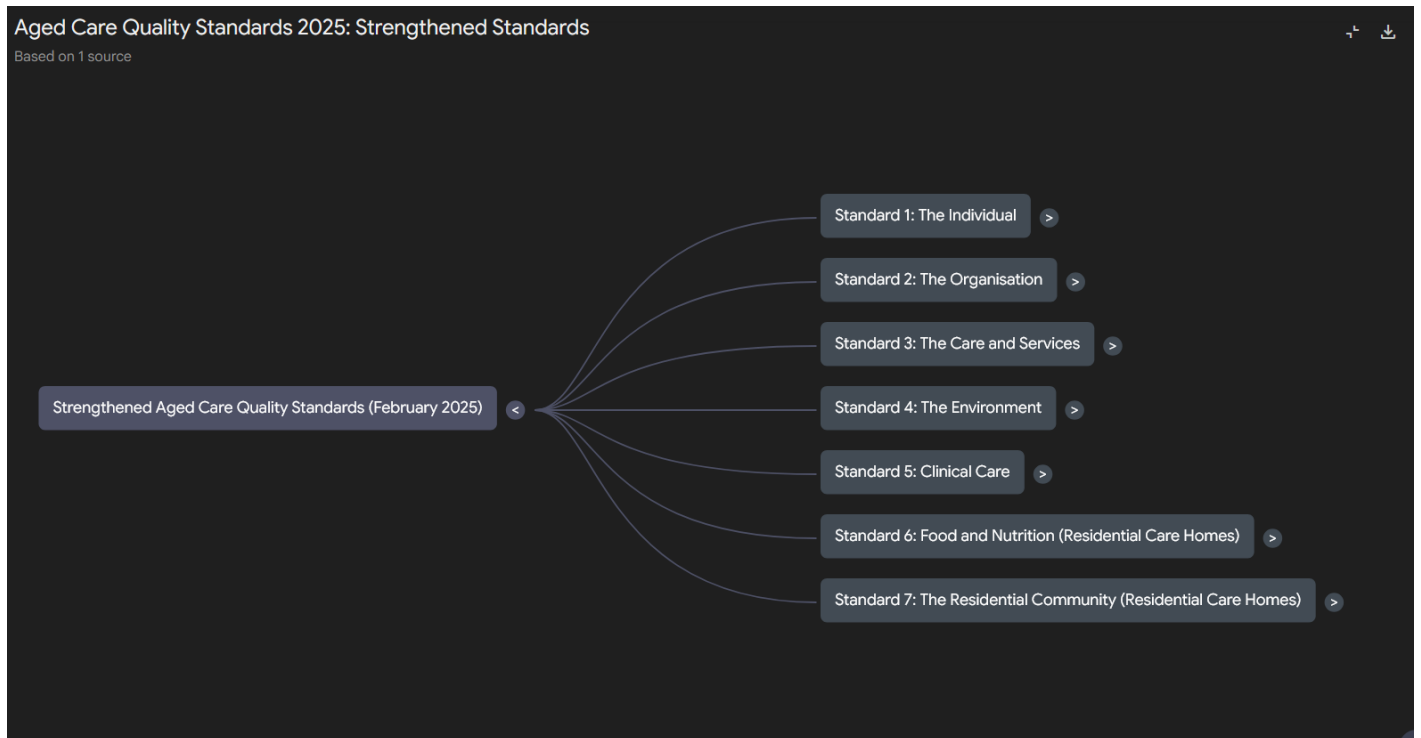
## Step 4: Use the Built-In Tools

NotebookLM provides several built-in buttons that automatically generate useful educational content based on the source document you upload. These features include:

- **Podcast-style overview** – Generates a plain-English spoken-style summary of the document.
- **Focused Q&A** – Allows you to explore key questions about specific Standards or changes by asking the document directly.
- **Study guide** – Automatically creates a structured guide suitable for training staff.
- **FAQ Sheet** – Produces frequently asked questions with clear, accurate answers.
- **Mind map** – Builds a visual representation of concepts and their relationships.
- **Briefing Summary** – Summarises content into short bullet points ideal for quick briefings.

The screenshot displays the NotebookLM interface with a dark theme. The top bar shows the document title 'Strengthened Aged Care Quality Standards - February 2025' and navigation icons for Share, Settings, and a user profile. The interface is divided into three main panels:

- Sources Panel (Left):** Contains a '+ Add' button, a 'Discover' button, and a list of sources. One source is selected: 'strengthened-aged-care-quality-standards-fe...'.
- Chat Panel (Center):** Displays the document title and a summary of the content. Below the summary are buttons for 'Save to note', 'Add note', 'Audio Overview', and 'Mind map'. At the bottom is a text input field with a 'Start typing...' placeholder and a '1 source' indicator.
- Studio Panel (Right):** Features an 'Audio Overview' section with a 'Deep Dive conversation' and a 'Generate' button. Below this is a 'Notes' section with a '+ Add note' button and a list of generated notes: 'Study guide', 'Briefing doc', 'FAQ', and 'Timeline'.



### Step 5: Save and Share Your Notebook

- You can save your notebook in Google NotebookLM for future use
- You can also share your notebook with others for collaboration or team access
- Use the outputs to create printed handouts, in-service training slides, tool-box sessions or onboarding materials