Workshops Microsoft 365 Cloud Adoption & Change Management

STEP 1

Set regular goals

Setting short-term goals is essential since it takes time to develop the skills and experience needed for success. The Cloud adoption of Microsoft 365 changes the way people work and it's important to do it step by step.

STEP 2

Define strategy plan

With the goals that we will define, it's important to create a strategy and action plan that all the organization (mostly leaders) should follow and help send the message. It's important for the users to see value in what we are implementing.

STEP 3

Get feedback

Take advantage of the resources and connections you have at your disposal. Keeping track of the opinion and feedback of the users it's important to have success and change some action point if needed.

STEP 4

Training is key

It's crucial that the users are trained in the solutions and concepts that are part of our strategy. Microsoft 365 apps are not difficult to work but changes the way people are used to do things and thay can be used in so many ways. It's important to pass the message and train.

STEP 5

Take the challenge

To improve the way people work, you need time, commitment, and motivation. In this point, it's important to have some kind of prizes or awards to recognize the effort of the users in adoption of the solutions.

STEP 6

Keep up to date

Today, we are talking about Bookings, Planner and Teams and tomorrow we can be talking about Viva. Microsoft 365 applications have several updates in time and it's important to be up to date, even when the workshop is finished.

STEP 7

Be curious

Explore the updates, check the roadmap of the solutions and applications, think outside the box.

STEP 8

Write often

When you have some idea, write it on a piece of paper or in your Onenote. It's important to have brainstorm meetings to improve the way things are implemented.

STEP 9

Participate in training events or webinars

Microsoft 365 has so many content happening from all over the world. It's important to allways have training (even from Microsoft) and check the latest webinars.

STEP 10

Get organized

There are so many applications that is important to follow the main strategy, with governance and sustainable growth. One step at a time.

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