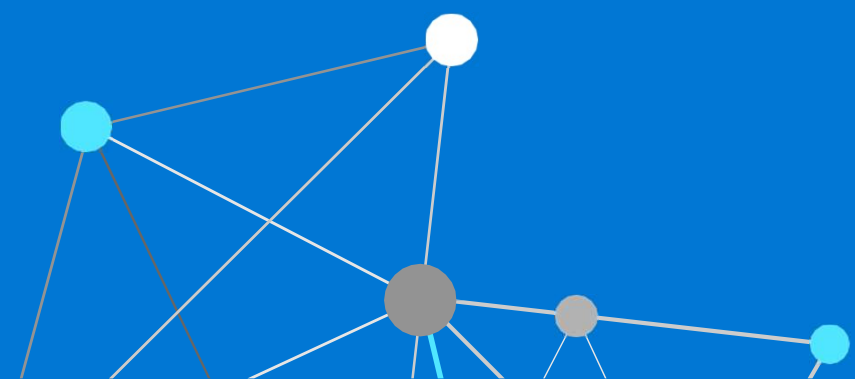
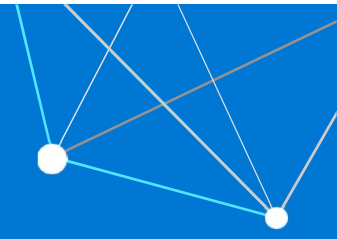


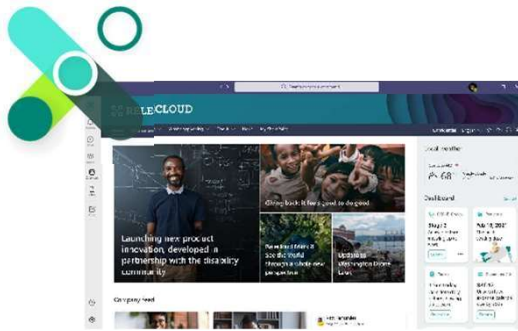
# Microsoft Viva



# Employee Experience Platform (EXP)

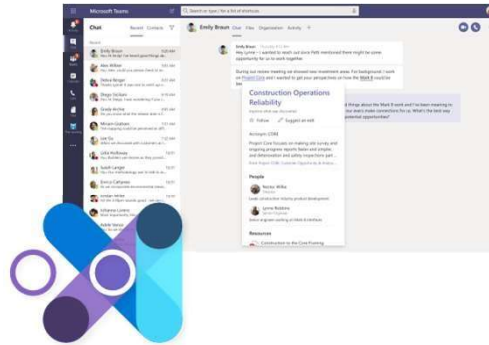


# Microsoft Viva



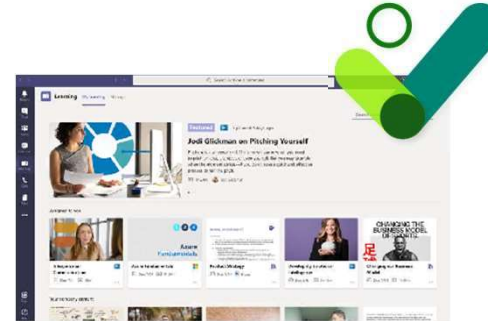
## Connections

Corporate Culture and Communication



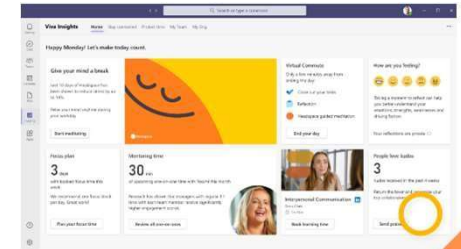
## Topics

Knowledge and Expertise



## Learning

Learning and Development



## Insights

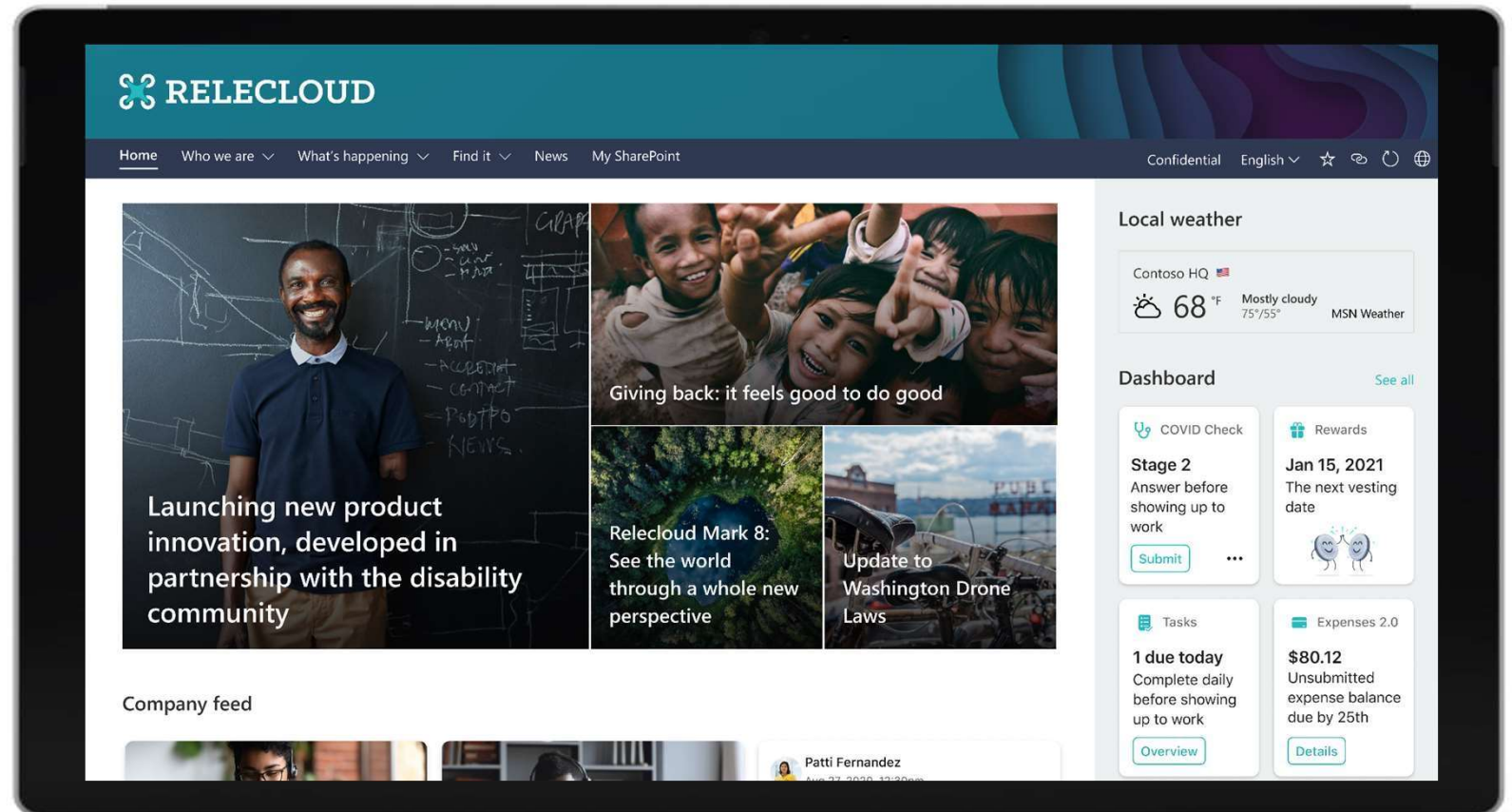
Productivity and Happiness

# Corporate Culture and Communication

## Viva Connections

*Easily access company resources with Viva Connections.*

*Organizations that engage their employees to a high degree of profit 21% more.*

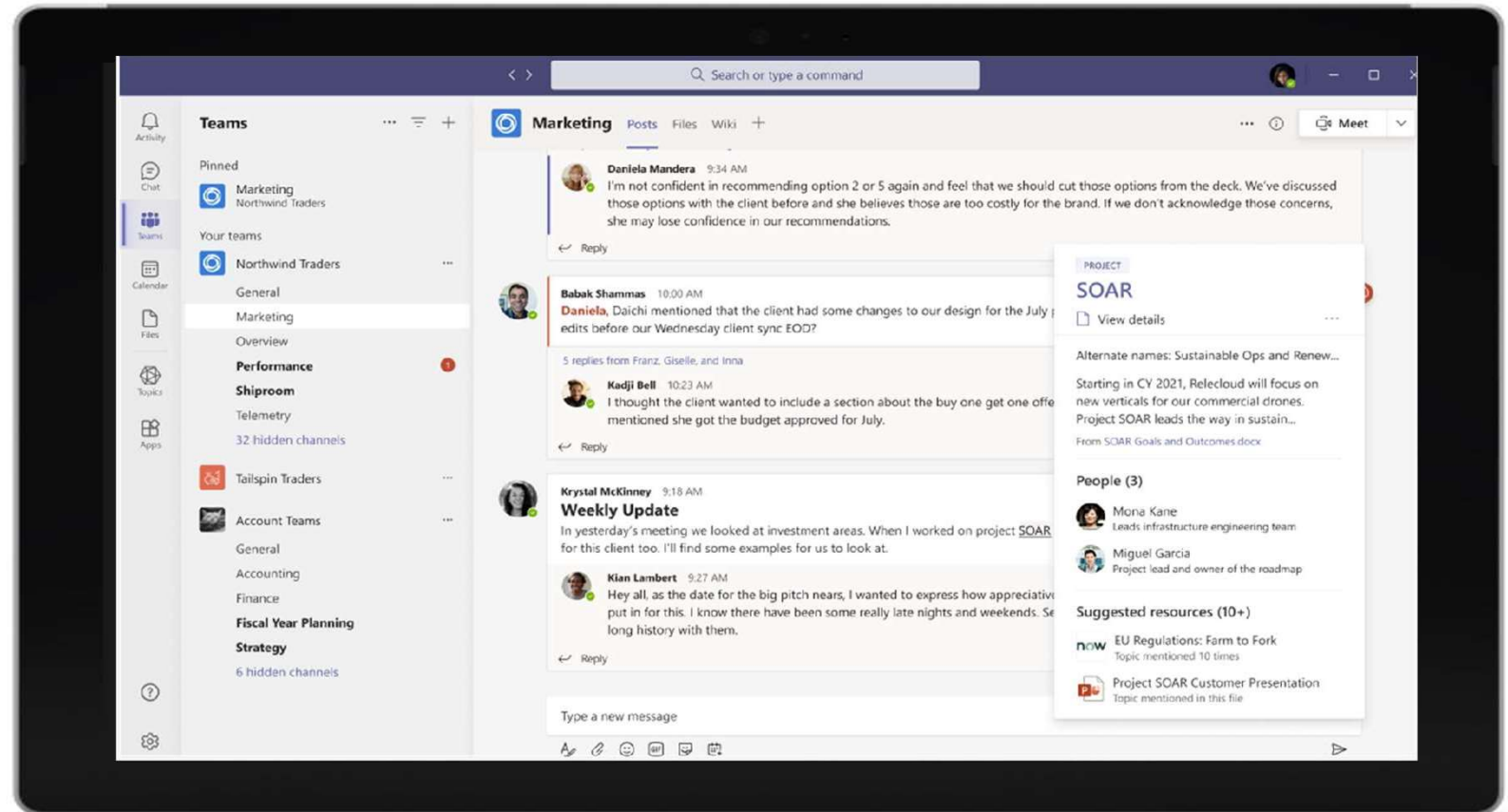


# Knowledge and Expertise

## Viva Topics

*Provide access to on-premises information with topics. Find out who is working on a specific topic and which files are shared.*

People spent a total of 7 weeks in a year researching and recompiling information.



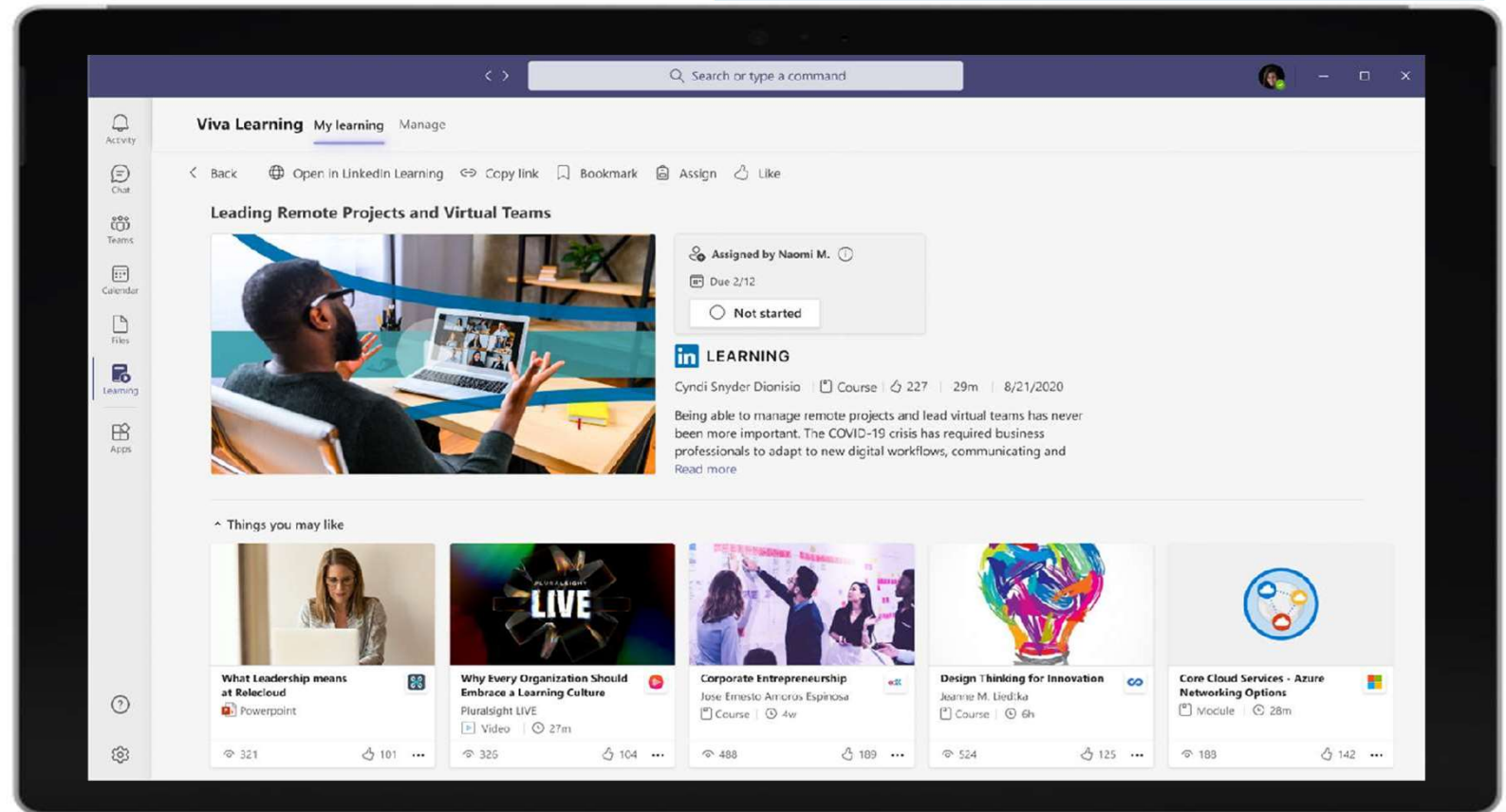
# Learning and Development

## Viva Learning

*Make learning a natural part of your day.*

*Assign trainings to your employees and ensure their follow-up.*

94% of employees say they will work longer at a company that invests in training and improving themselves



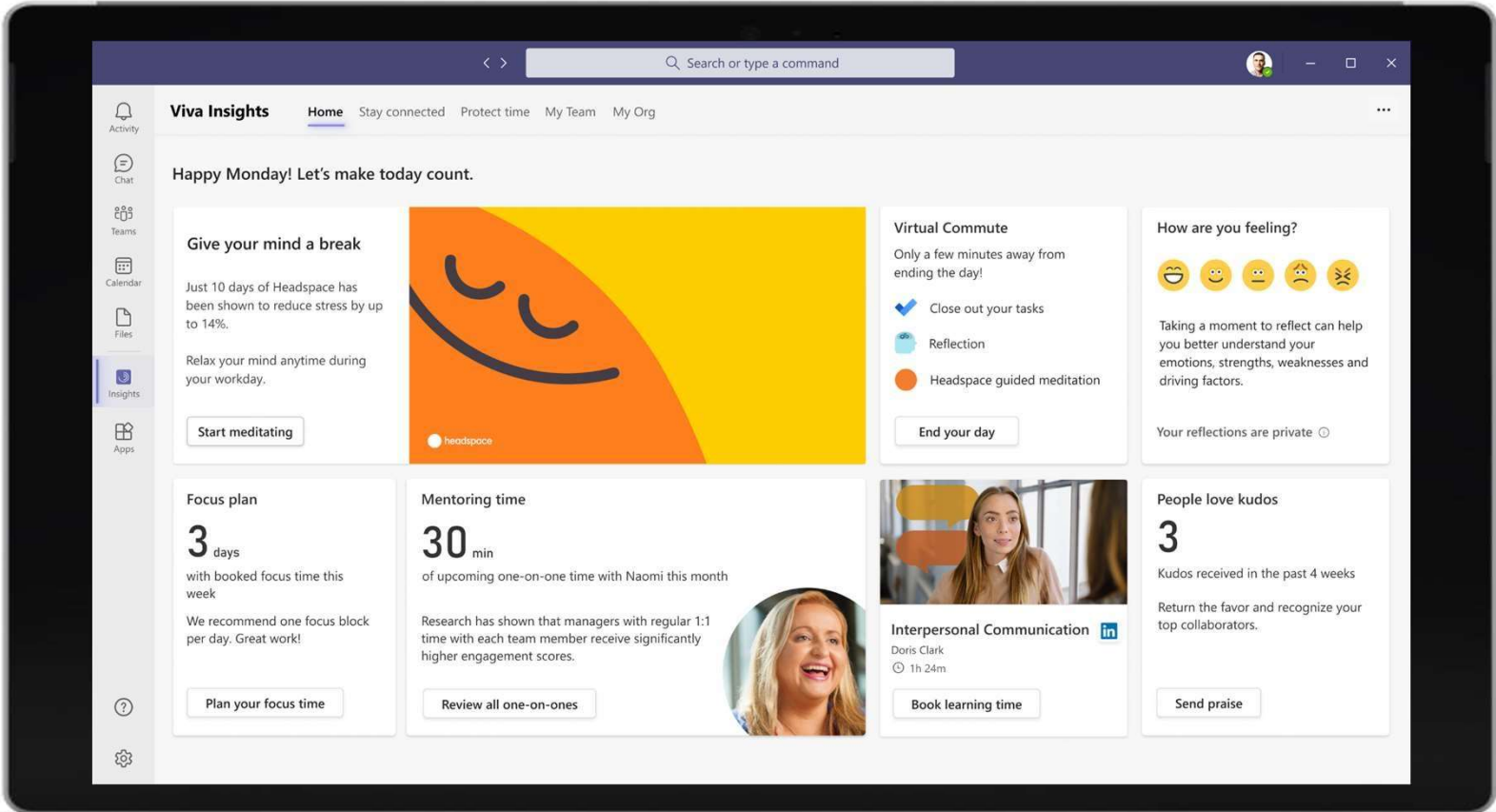


# Productivity and Happiness

## Viva Insights

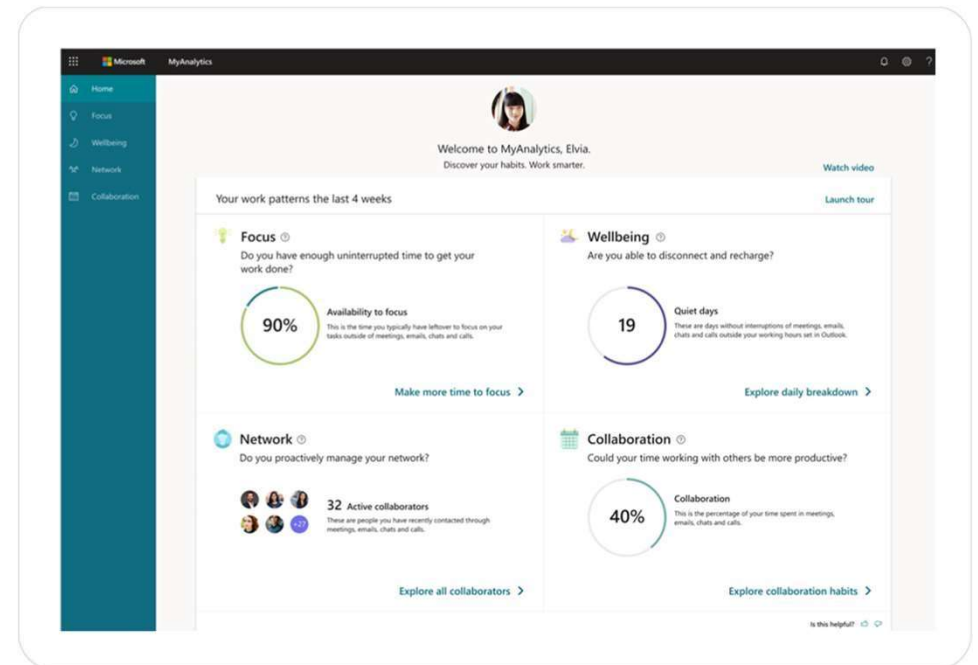
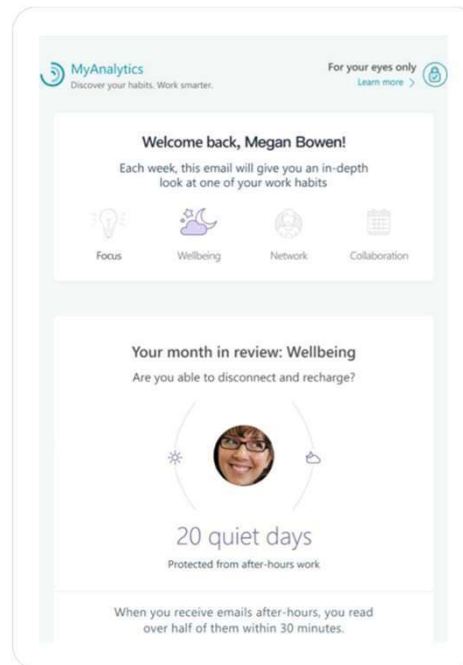
*Discover new experiences in workflow for employee productivity and a balanced life.*

It has been observed that more than 30% of employees have increased feelings of burnout due to the pandemic.



# Viva Personal Insights / Data-Based Analytics

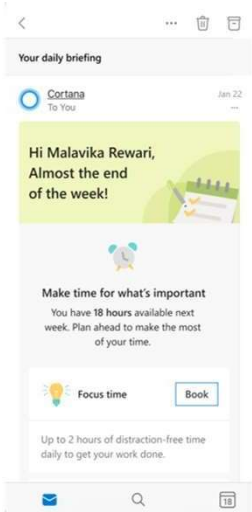
*Get valuable insights to improve your work models through personalized dashboard and summary emails.*



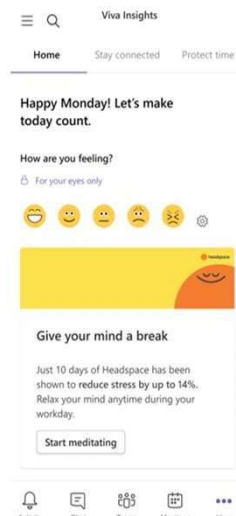
Personal insights are only visible to the employee.



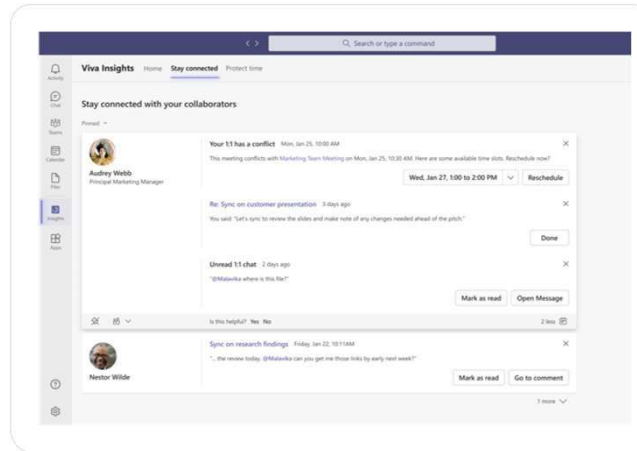
# Viva Personal Insights / Applicable Recommendations



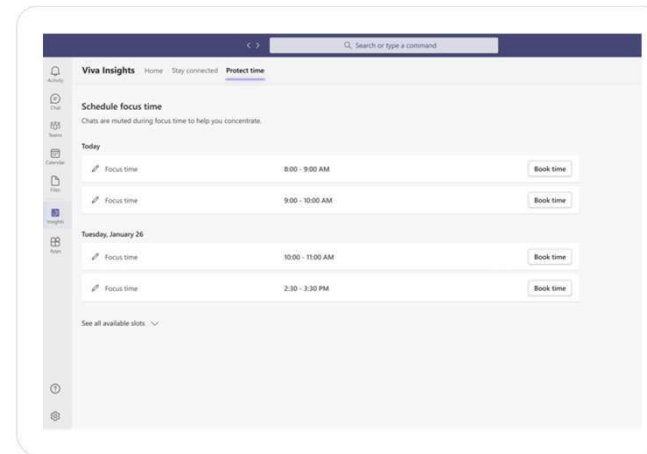
*Get ready for the day with Cortana*



*Take advantage of mindfulness exercises throughout the day*



*Stay connected with the important people in your company*

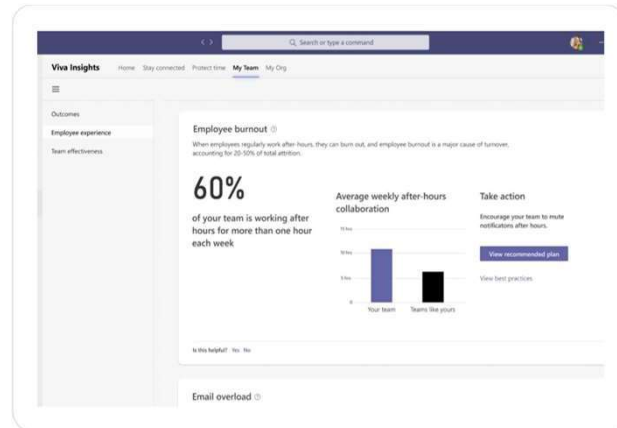


*Set aside time to focus on yourself before your calendar is up*

Personal insights are only visible to the employee.

# Viva Manager Insights / Data-driven analytics

*Explore areas that can lead to burnout and stress for your team*



*Overcome challenges with best practices and supportive research*

The infographic features a white envelope icon with a red "842" notification badge on a green background. The text reads: "Protecting company culture means having rules for email". Below this, it states: "After-hours work overloads employees and hurts bottom lines. To change workplace culture, leaders and managers must act". The bottom section contains research findings: "A new study out of Virginia Tech University confirms something that just about every knowledge worker already knows: Dealing with after-hours emails produces anxiety that is damaging not only to the worker, but to their family. One particularly striking finding of this study is that it's not just the amount of time taken up by reading and answering emails after work that's stressing out employees (and their partners), in fact, what's causing more anxiety is just the expectation that an employee will be available for work outside the office. Take this example: A manager does not expect employees to return her emails during off-hours or while they're on vacation, but she never explicitly says this. Instead, she assumes they 'just know' and therefore thinks there is no harm in sending messages during these times, because she knows that the employees will be available for work outside the office."

The screenshot shows the Viva Insights dashboard with a section titled "Help your team unplug from work at the end of the day". Underneath, it lists "Best practices for your team to adopt" and "Encourage your team to...". The practices include: "Turn off notifications on your devices to maintain control of your attention", "Set boundaries and decline meetings scheduled after hours", and "Set your priorities daily to gain clarity on what deserves your attention". A link to "See more best practices in our habits playbook" is provided. An "Email overload" section is also visible at the bottom.

Data is collected on an organizational basis.

# Viva Manager Insights / Applicable Recommendations

*Set up flexible schedules to help people spend more time with themselves.*

*Get notified for 1:1 conversations with your colleagues.*

### Set up new plan

#### Focus plan

Reserving longer periods of time to focus and reach a state of flow can lead to higher productivity. It's to adopt work and collaboration habits that help boost innovation.

Review and submit

Plan name	Focus plan for Malcolm Stewart's team
Plan duration	Jul 21, 2019 to Oct 12, 2019
Plan target	5% increase in focus hours
Participants	Number of participants in Malcolm Stewart's team: 17

Minimum group size is 3. [Validate](#)

#### How Plans will help

- Book and protect**  
MyAnalytics will help participants reserve time every day for focused work. [See preview](#)
- Stay focused**  
MyAnalytics will give participants tips and insights to help manage distractions and stay focused.
- Track progress**  
MyAnalytics will send participants a weekly summary of progress. [See preview](#)

[Create plan](#)

### Available plans

<h4>Wellbeing plan</h4> <p>Help participants unwind and protect their personal time by disconnecting in their off-hours.</p> <p>↓ 0 hours of personal time doing work</p> <p><a href="#">Analyze</a> <a href="#">Start now</a></p>	<h4>Collaboration plan</h4> <p>Help participants reduce the number of excess meetings that the group schedules.</p> <p>↓ Fewer meeting hours</p> <p><a href="#">Analyze</a> <a href="#">Start now</a></p>
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Hi Emily Braun,  
Off to a fresh start!

Catch up with your team

Chrislie Cline

Schedule a 1:1

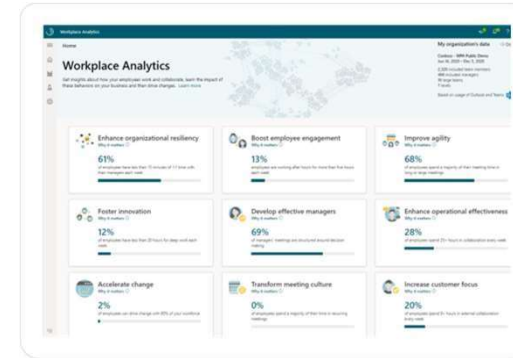
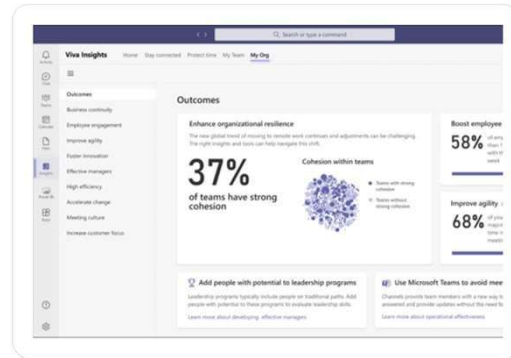
You don't have a 1:1 in the next 2 weeks. Schedule now!

[Find time](#)

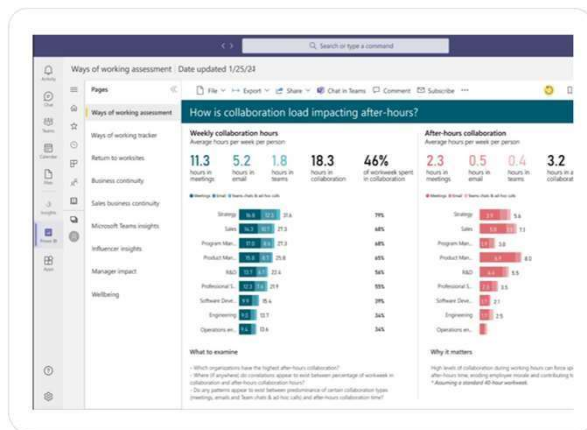
Data is collected on an organizational basis.

# Viva Leader Insights / Data-Based Analytics

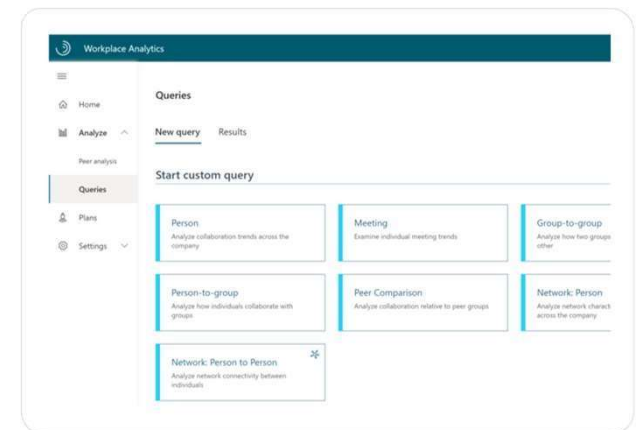
*Provide an overview of your teams and the work you follow.*



*See more detailed work you're tracking with ready-to-use reports.*



*Create your own report with customizable queries.*

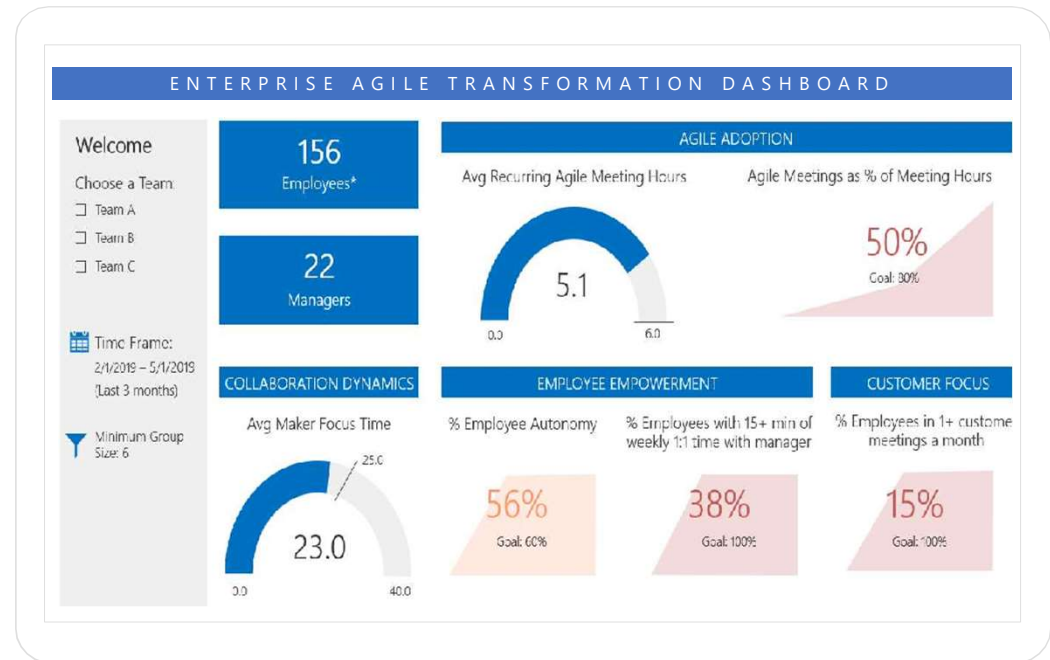


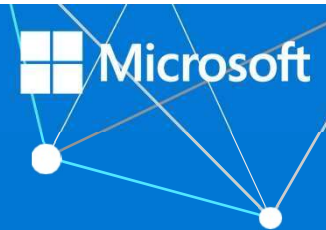
Data is collected on an organizational basis.

# Viva Leader Insights / Applicable Recommendations

*Measure the impact of change with customizable dashboards.*

❖ *Custom analytics and operational dashboards based on business scenarios*





Thanks.

