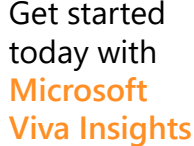


Enhance Employee Experience with Microsoft Viva Insights

Discover Microsoft Viva Insights helps employees and business thrive with data-driven, privacy-protected insights and recommendations to improve productivity and wellbeing.

Why e-office?

e-office can help you envision your desired state with Microsoft Viva Insights - one that brings people, teams, and data together. Our team will work with you to understand your priorities, challenges, and culture to design a solution that meet your needs by leveraging data-driven, privacy-protected insights, which help you understand the impact of work on your people and your organization, take actionable recommendations to drive employee experience transformation.






Get started today with Microsoft Viva Insights

1. Analyst Essentials:
 - Empowered analyst capable of delivering insights using Viva Insights
2. Ways of working assessment:
 - Discover your organization’s collaboration patterns
 - Get analyses and actionable insights across 3 common business outcomes
 - Identify the biggest opportunity areas, and how to tackle them
3. Viva Insights 360 Diagnostic:
 - Uncover insights through deep-dive analytics to solve high-value business challenges around employee performance, engagement, and productivity

How e-office can help you in your journey:

Available services depending on your needs and readiness

		
<h4>Training – Viva Insights Academy</h4> <ul style="list-style-type: none"> • 2-day analyst training + up to 8 “office hours” over 4 weeks to help your analysts get up to speed on Viva Insights • Mix and match modules with content covering all Viva Insights topics and potential analyses <ul style="list-style-type: none"> 2-day analyst training + 8 office hours over 4 weeks (Suggested) <p style="text-align: center;">~1 month (Suggested)</p>	<h4>Services – Ways of working assessment</h4> <ul style="list-style-type: none"> • Our Viva Insights experts will help you onboard Viva Insights, structure your organizational data file, and assign Viva Insights licenses • Help you set up templates, glean insights from the data and communicate effectively with an executive-ready PowerPoint deck • Drive adoption and change management initiative to realize the value of your investment in Viva Insights <p style="text-align: center;">~1 month (Suggested)</p>	<h4>Services – 360 Diagnostic</h4> <ul style="list-style-type: none"> • Uncover insights through deep-dive analytics that build on top of pre-built queries and templates to solve high-value business challenges, including employee performance, engagement, and productivity • Analyse multiple data sources (e.g., CRM, performance management, engagement surveys) • Drive adoption and change management initiative to realize the value of your investment in Viva Insights <p style="text-align: center;">8-12 weeks (Suggested)</p>

Contact us today to get started!

info@e-office.com | www.e-office.com



Services Overview



Viva Insights Academy



1 Viva Insights Academy

Viva Insights Academy is a set of offers that provide hands-on training, targeted at key user personas. Each offer consists of modules that customers can select from to meet their needs.

Viva Insights Academy at-a-glance:

- 2-days + 8-hrs* Office Hours
- In-person or virtual training
- *Pre-Req: Viva Insights live; Attendees handle data*



Ways of working assessment

2 Ways of working assessment

Discover your organization's collaboration patterns | Get analyses and actionable insights across 3 common business outcomes | Identify the biggest opportunity areas, and how to tackle them

Ways of working assessment covers 3 common business outcomes

<p>Transform meeting culture</p> <ul style="list-style-type: none"> • How much time do employees spend in long / large and recurring meetings? • Are employees wasting time in low quality meetings? 	<p>Develop effective managers</p> <ul style="list-style-type: none"> • Are managers having regular 1:1s with employees? • Do managers delegate and empower their teams? • Do managers have capacity to guide their teams and focus on strategic work? 	<p>Opportunities that align to the 3 business outcomes:</p> <p>2-day Viva Insights Academy (analyst training)</p>
<p>Boost employee engagement</p> <ul style="list-style-type: none"> • Wellbeing focus <ul style="list-style-type: none"> - How are employees currently collaborating? - Do employees have high after-hours? - Are employees at risk of burn out? 	<p>Logistics</p> <ul style="list-style-type: none"> • 4-6 week engagement • Includes Readout + Viva Insights Academy 	

Week 1 begins after

- Customer Viva Insights Instance is up and running
- Partner project team is credentialed in customer O365 tenant



Viva Insights 360 Diagnostic

3 Viva Insights 360 Diagnostic

Uncover insights through deep-dive analytics to solve high-value business challenges around employee performance, engagement, and productivity

Identify highest value business opportunities and dive deep into root cause analysis | Analyze multiple data sources (e.g., CRM, engagement surveys, performance management) to uncover correlations | Develop a data-driven action plan, testable through customized Power BI dashboards

Deliverables

<p>Data Insights</p> <ul style="list-style-type: none"> • Establish collaboration baseline • Capture assumptions and create testing plan • Perform root cause analysis 	<p>Opportunity Map</p> <ul style="list-style-type: none"> • Build opportunity catalog • Conduct high-level sizing of opportunities 	<p>Prioritization Workshop</p> <ul style="list-style-type: none"> • Prioritize key initiatives based on impact size, time horizon, and fit with business objectives • Align key stakeholders 	<p>Real-time Dashboards</p> <ul style="list-style-type: none"> • Design ongoing operational dashboards to track progress • Establish cadence to monitor progress
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Timing and Logistics

- 8-12 week engagement
- 3-4 readouts/workshops

Engagement prerequisites:

- Customer Viva Insights environment is up and running
- Project team is credentialed in customer Office 365 tenant

