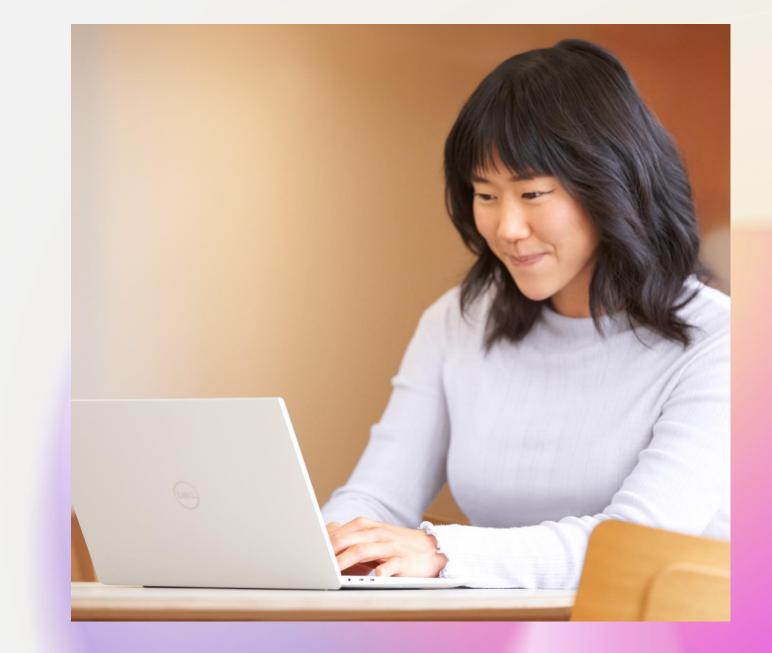


# Microsoft Viva







## Microsoft Viva: The employee experience platform



## **Microsoft Viva**

Empower organizations to continuously improve workforce engagement and performance

# Drive mission and alignment

Goals and OKR management Leadership engagement Corp comms and analytics

#### Measure engagement and productivity

Employee surveys and sentiment Behavioral and collaboration analytics High-performance org assessment



#### Enable a highperformance workforce

Skills based learning and academies Crowdsourced knowledge sharing Onboarding, DEI and communities

S Copilot in Viva • In the flow of work • Trusted Platform

### Microsoft Viva: powered by Microsoft 365 and the Microsoft Graph

#### Microsoft 365

#### Integrated

Gain synergies from connected apps for productivity, analytics, and wellbeing all in one suite Security & trust Control and defend your data and gain transparency into how and where it's used

#### Data & Al

Apply the latest data and next-generation Al to your work for greater individual and organizational impact

#### The Microsoft Graph

Connecting Microsoft 365 signals for smarter work

#### Productivity

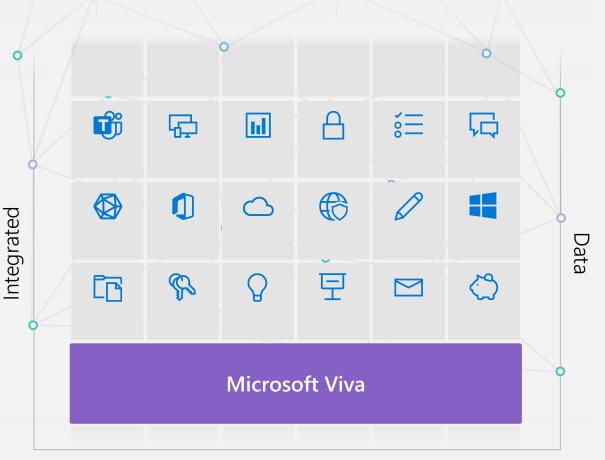
Quickly find the right people, content, and productivity insights to work more efficiently

#### Management

Gain real-time awareness of your IT environment to make better decisions for users

#### Security

Increase visibility across users, apps, and devices to proactively detect and resolve threats



#### The Microsoft Graph

Security & trust





## **Copilot in Microsoft Viva**

### Copilot in Microsoft Viva

Enable business leaders to accelerate workforce insights and boost employee engagement with next-generation AI





Equip HR with accelerated data to make better informed decisions



## Learning & development

Empower L&D teams to influence a culture of learning and skills development



## Corporate communicators

Boost corporate comms productivity and craft engaging messages



IT

Increase IT business leader productivity by automating processes



## Digital officers

Help digital officers bring powerful new generative Al capabilities into the workforce



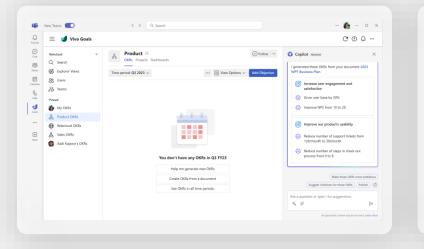
## Managers & leaders

Enhance business leader productivity by authoring goals and crafting communications

### Copilot in Microsoft Viva

Enable business leaders to accelerate workforce insights and boost employee engagement with next-generation AI

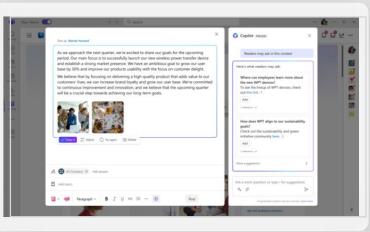
#### Drive mission and alignment



#### **Copilot in Viva Goals**

Generate OKR recommendations from business documents, improve existing OKRs using conversational AI, and summarize OKR progress with contextual data

#### **Enable High Performance Organization**



#### Copilot in Viva Engage

Offer insightful conversation starters based on sentiments and trending topics across workplace communities; plus, receive suggested comment responses for leaders

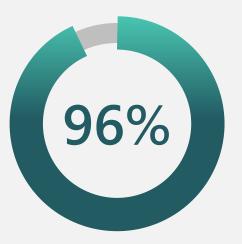


Drive mission and alignment

Set goals and leverage omni-channel communication tools to ensure alignment across all levels of the organization



of employees say that having more clarity on goals would give them a greater sense of purpose<sup>1</sup>

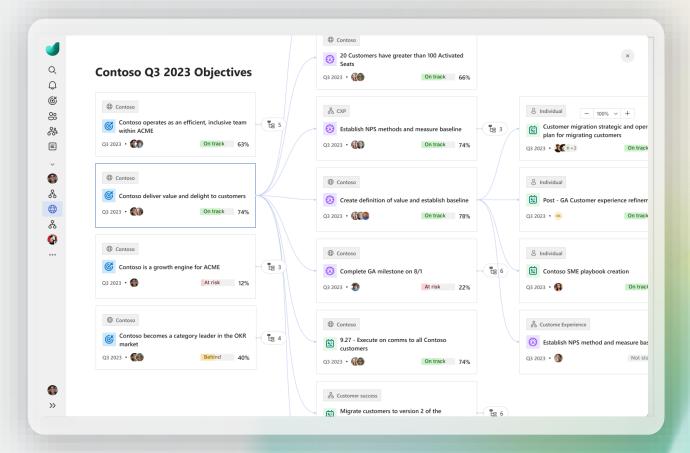


of leaders say effective communication is the most critical skill they'll need in the year ahead<sup>2</sup>

# Alignment across all levels of the organization

Provide clarity and visualize how all levels of the organization are connected on their strategic priorities across company goals to team and individual goals

Viva Goals

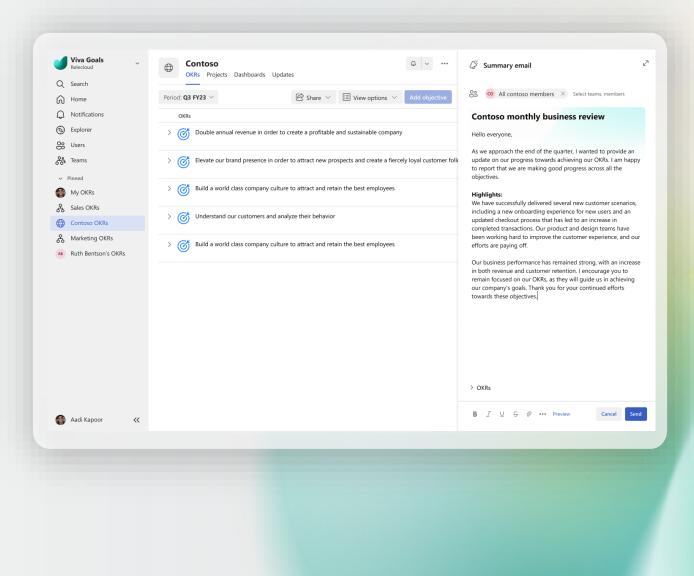


#### Drive mission and alignment

# Broadcasts to keep everyone in the loop

Update team members when new goals activity occurs in a timely manner, when new goals get created or existing goals complete new milestones, with a one-click broadcast summary sent in email or through Teams

#### Viva Goals



#### Drive mission and alignment

# Integrated goals in your existing flow of work

Set up data integrations with 30+ of the most popular apps to automatically update the check-ins to always have the most accurate representation of goals progress

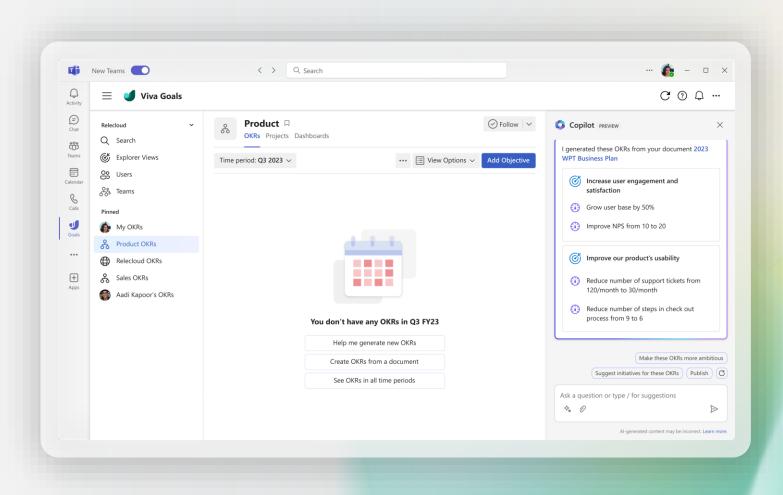
Viva Goals

		< > ,O Search	u - 🐝
Activity	Feed =	📃 🕑 Viva Goals	Q
(E) Chat	•	(i) Increase the 'positive experience' surve	ey score by 12 🖄 🖵 🕑 check
COD Tearrs	Paisy mentioned you in a 9:00 AM check-in on an objective	Details	Activity
Calendar		🗊 When: Q3 2021 🔗 Type: Team (Design)	Daisy Phillips updated status and made a check-in Just
& Calls		Owner: Leah Stevens     S Aligned to: Grow revenue \$12m in FY	Survey score Status 90 Behind - At risk
Piles	•	Progress & Status	We are just about to our target! Big credit to Aadi Kapoor fon his work getting us to market. Over the next week we will be
Uiva Goals	Ruth created a new objective 9:00 AM and assigned it to you	On track 60%	iterating on a few new experiences which I will outline belo Major risk for us not achieve our target are things like not
			seeing the end result in time or not doing enough work.
	•		Next week's metric review meeting will be when we know o final number and can close it out.
	You have objectives that 9:00 AM need check-ins	8 nuL	Cecil Folk commented     Jus
		S Updated manually S Last updated: 2 days ago	amet minim moliit non deserunt uliamco est sir aliqua dolo amet sint. Velit officia consequat duis enim velit mollit. Exercitation veniam consequat sunt nostrud.
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		Title Status and pro	consecteur purus sit amet termentum, morbi it
	Cecil liked your check-in 9:00 AM note	Win 1,000 deals worth \$10M in bookings by 12/31/17 Behind	50% e ac consectetur ac, vestibulum.
		> (b) Reduce churn to <5% annually through customer success On track	70% adated automatically from Power BI

# Simplified goal-setting and check-ins with next-gen Al

Generate goals recommendations from existing strategy documents, refine suggestions with conversational AI, and publish progress summaries based on contextual data with Copilot

**Copilot in Viva Goals** 

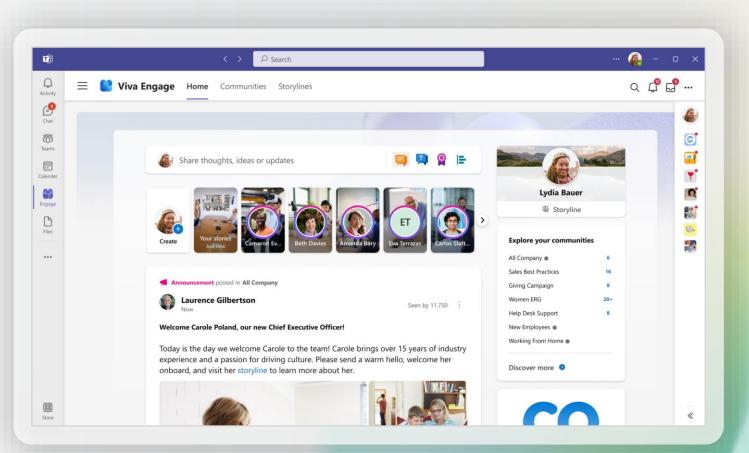


#### Drive mission and alignment

### Employee engagement and communication at scale

Build a two-way dialogue between leadership and employees and foster open discussion and knowledge sharing amongst employees across departments, geographies, and languages

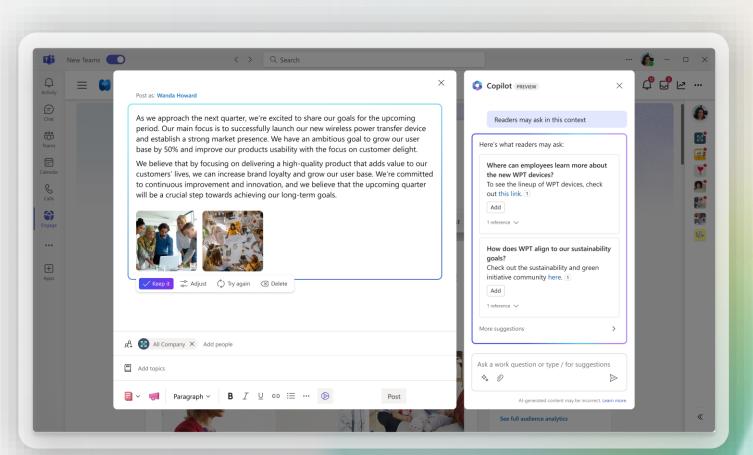
#### Viva Engage



### Equipping communicators with the right talking points

Get insightful conversation starters based on sentiments and trending topics across workplace communities, along with suggested comment responses for leaders

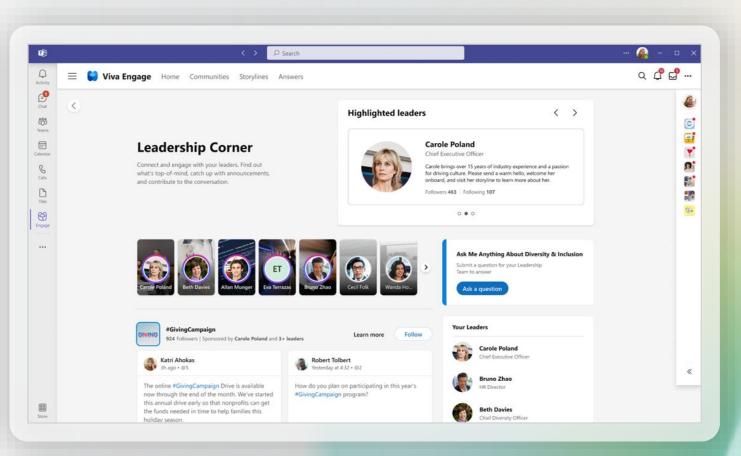
Copilot in Viva Engage



### Leadership tools to engage directly with employees

Foster open dialog and learn what's top of mind for employees. Get deeper insight into employee engagement, concerns, sentiment, and actionable steps through rich metrics

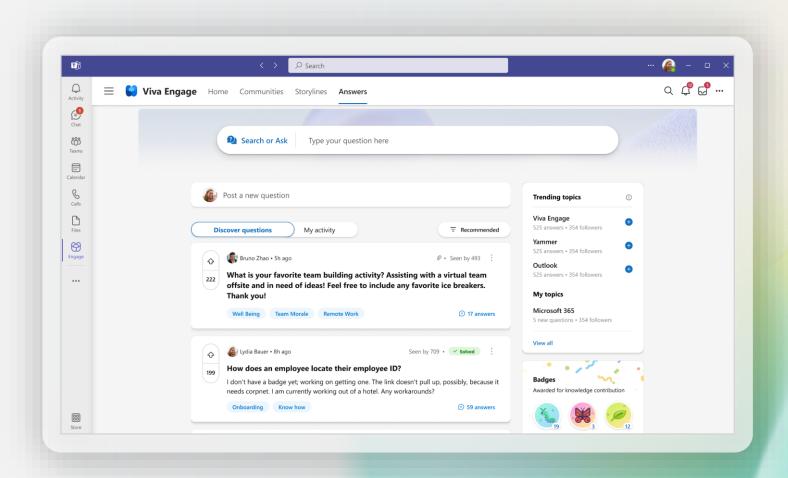
Viva Engage



# Real-time answers to critical questions

Leverage AI and NLP to match employee questions to answers and experts across the organization to help put collective knowledge to work for all employees

Viva Engage





Enable a high-performance workforce Communication and learning tools that equip employees for success

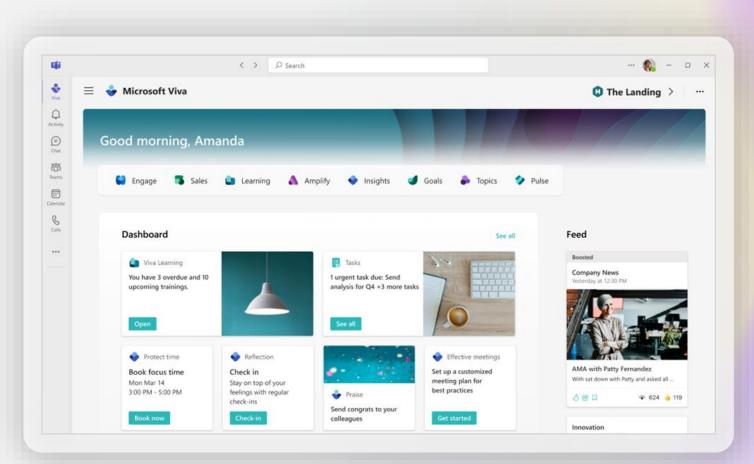


of employees say they feel disconnected from their company as a whole of leaders say their employees will need new skills to be prepared for the growth of AI

# Targeted communication and resources

Tailor the experience to specific employee groups, roles, or geos with targeted news, conversations, and content powered by AI and Microsoft Graph

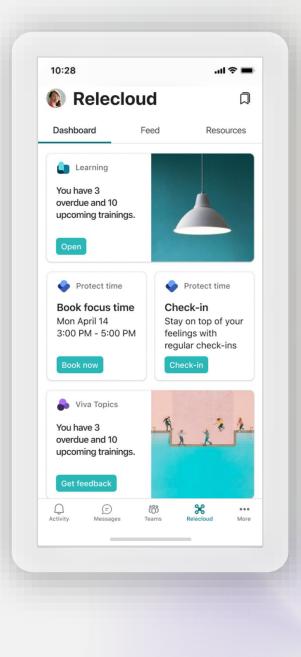
**Viva Connections** 



# Rich mobile experiences to stay connected on the go

Provide employees a place to connect with everyone and focus on what matters most with company-wide updates, learning opportunities, and insights from anywhere

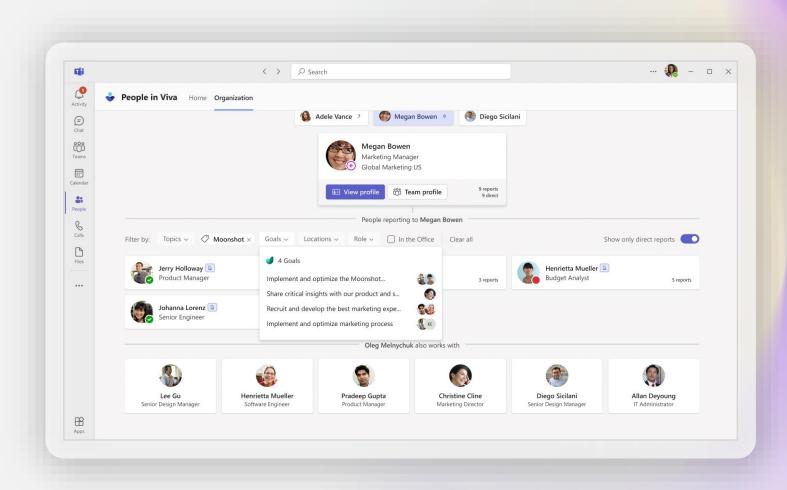
#### **Viva Connections**



### People and org discovery

Highlight hybrid work preferences and detailed contact information, as well as information from Viva Goals and Viva Topics, across Microsoft 365 through profile cards and standalone experiences

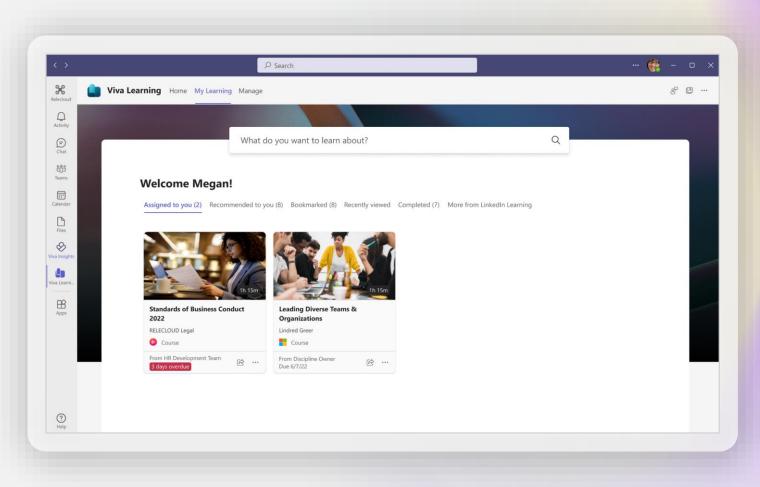
People in Viva



# Personalized, informal and formal learning

Access assigned and recommended learning in an easily discoverable interface within Microsoft Teams and see completed learning items to keep track of individual learning journeys

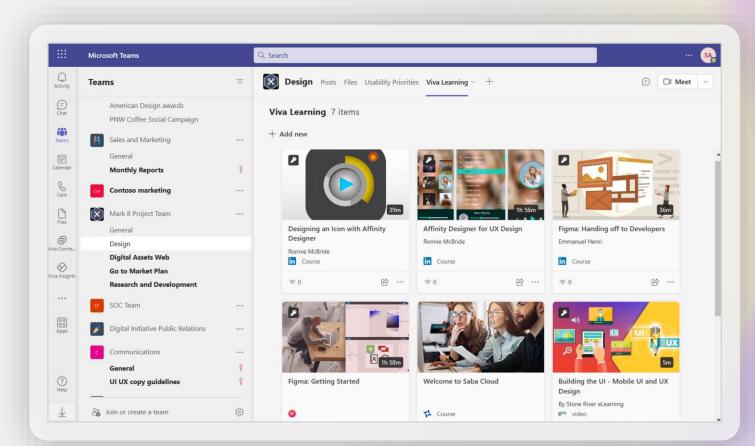
Viva Learning



# Integrated learning experience

Surface content from Microsoft, learning content providers (such as LinkedIn Learning), Learning Management Systems (LMS), and even your organization's own content across desktop, mobile, and tablet

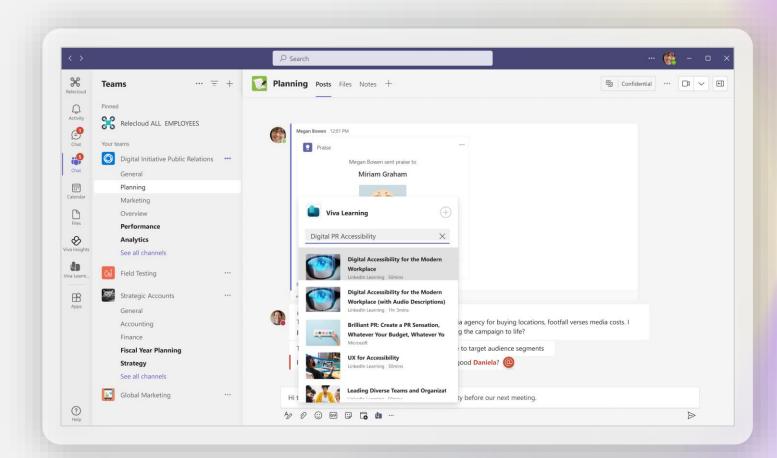
Viva Learning



### Learning resources delivered through 1:1 chats, group chats, or meetings

Infuse learning into the conversations already happening at work by sharing learning content and courses with a single-click

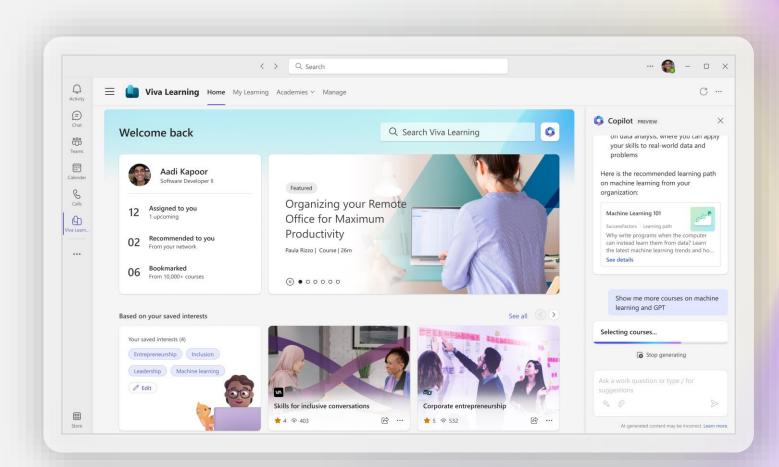
Viva Learning



### Delivering the right learning content to the right people

Get curated learning suggestions and concise knowledge summaries tailored to specific roles or development needs

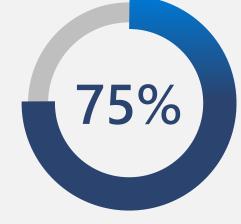
Copilot in Viva Learning



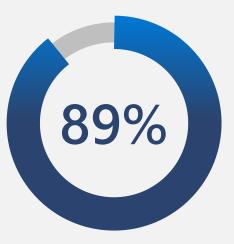


Measure engagement and productivity

Workplace analytics and employee feedback to improve the way work gets done



of employees and **80%** of managers think their company does not solicit feedback often enough



of employees who feel their companies use feedback to drive change report being engaged at work

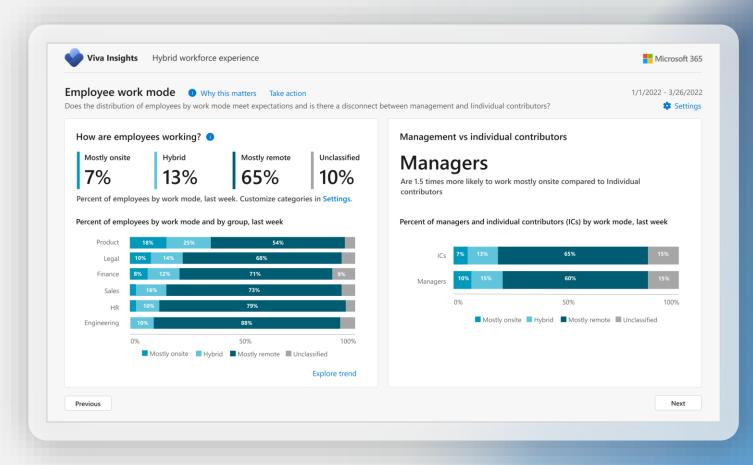
# Insights to foster healthy, productive teams

Help employees and managers drive productivity and wellbeing by building better work habits such as setting aside focus time, improving meeting effectiveness, scheduling more frequent 1:1s, recognizing accomplishments, and taking regular breaks

	<	> Q 56	earch or type a command	i
•	Viva Insights Home Stay connected Prote	ect time Effective meetings Insp	piration Library Teamwork habits Orga	nization trends
	x <sup>0</sup> , 1:1 time ⑦			Your team Showing insights for the 12 team members you specified.
	You had at least 30 minutes of 1:1 time with 6			
	Breakdown per team member	🛞 🚯 🎳 🔕 🛞 🛞 🛞		
	Your team members	Last 1:1 $\smallsetminus$	Next 1:1	
	Debra Berger	Today	Today	Edit team members
	Pradeep Gupta	Yesterday	Tomorrow	
	Henrietta Mueller	Weds, Mar 4	Fri, Apr 2	No-meeting days
	Alex Wilber	Tues, Feb 27		Every Friday Started March 24, 2022
	Emily Braun		Weds, Apr 14	🏟 🎯 🚇 💈 🏟 💶
			Is this helpful? Yes No	e Edit End plan
	🗄 Team meeting habits 💿			
	You organized or were invited to 20 meetings with team members. Explore your habits in these meetings below.			G Effective meetings
	You organized or were invited to 20 meeting	s with team members. Explore you	r habits in these meetings below.	Set up a customized meeting plan

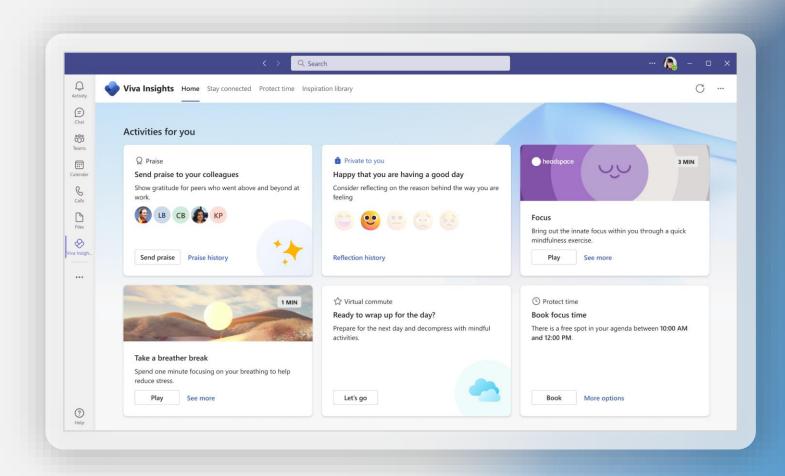
# Advanced and custom analytics

Get deeper insights with pre-built dashboards and custom analytic tools to understand communication behaviors, collaboration patterns, employee effectiveness and productivity



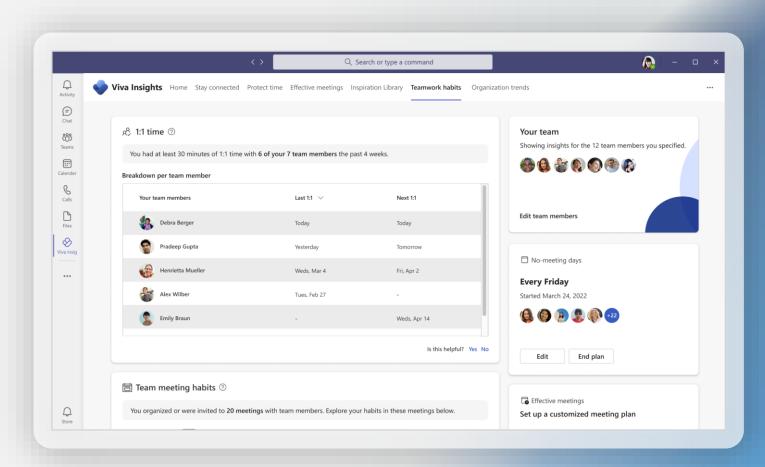
# Personalized insights to build better work habits

Help employees prioritize well-being with actionable recommendations like making time for focused work, taking regular breaks and practicing mindfulness



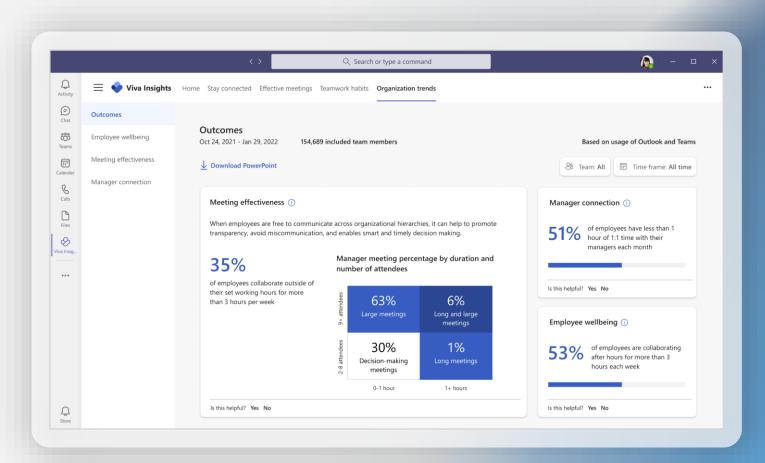
### Manager insights to foster healthy and successful teams

Leverage team-level insights to maintain regular 1:1s and follow up on pending tasks to remove team roadblocks, recognize strengths and successes, or establish team norms through shared plans that help build better work habits



### Organizational insights to help senior leaders tackle complex challenges

Take the pulse of leading indicators on employee well-being and engagement, meeting effectiveness, burnout risk, process efficiency and more



### Deep, enhanced analytics

Create rich customized insights about employee experiences by combining workplace analytics in Viva with active listening and other operational insights

