



# Microsoft Viva Insights : Balance productivity and wellbeing

Microsoft Viva Insights helps people and business thrive with data-driven insights and recommendations to improve productivity and wellbeing.

# Building an intelligent enterprise

**Quadra can help to rethink your business for the digital age, and help you build an Intelligent Enterprise.**



[www.quadrasystems.net](http://www.quadrasystems.net)

# Common themes we hear from customers

## Individuals



I like the flexibility of working from home, but the line between work and life has blurred and I find it harder to unplug

## Managers



I want to help my team stay engaged, productive, and focused. But I am pulled in multiple directions and overwhelmed by meetings – with little time left to provide coaching and development

## Leaders



I know everything will be different moving forward. I need to understand the impact to employees as work continues to evolve and ensure our resilience to future disruption

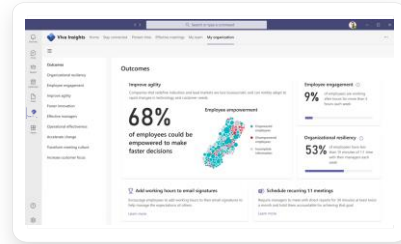
# Empower people and teams

## Data driven insights

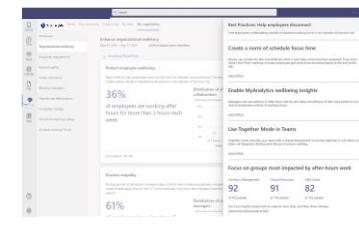
## Actionable recommendations



### Leader insights



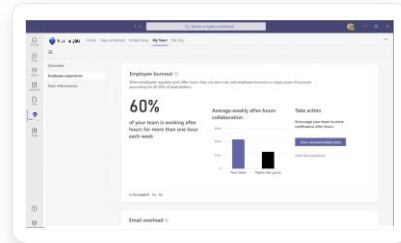
Understand the impact of work on people and the business



- Drive employee experience transformation
- Create a culture of data-driven empowerment



### Manager insights



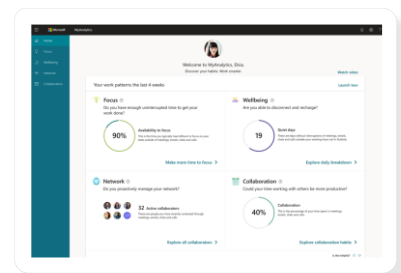
Identify work patterns that can lead to burnout and stress



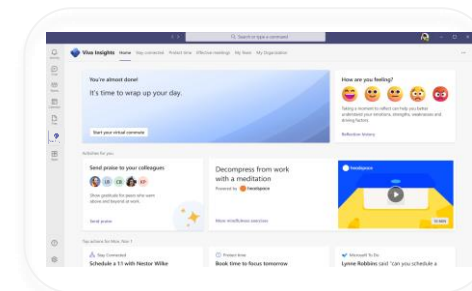
- Stay connected and invested in your team
- Help your teamwork smarter and stay balanced



### Individual insights



Identify opportunities to change how you work



- Nurture your wellbeing
- Improve your productivity

## Key partners



### IT Leader

Manage solutions and access to data sources/infrastructure



### Analyst

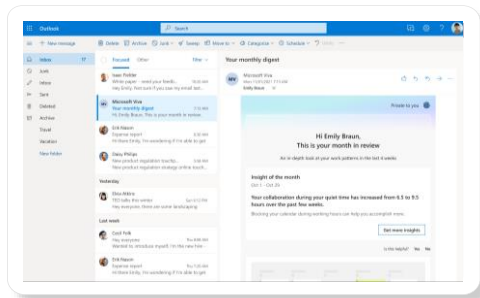
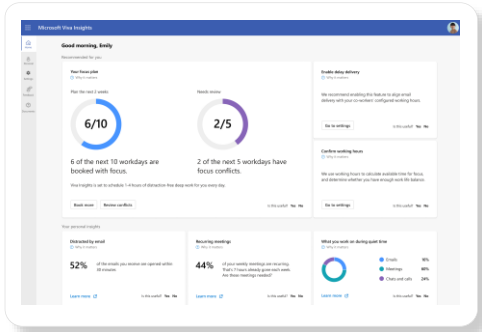
Conduct custom analytics based on business scenarios



# Personal insights to build better work habits

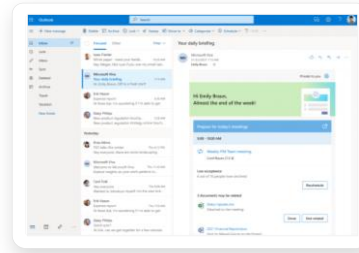
## Data driven insights

Receive valuable insights to improve your work patterns via a personalized **Viva Insights homepage** and the **monthly digest email** from Microsoft Viva

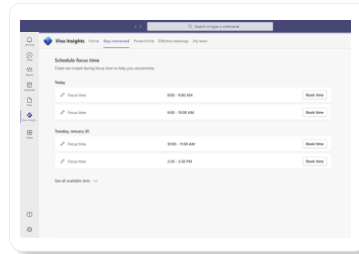


## Actionable recommendations

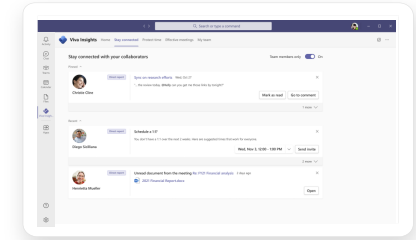
Prepare for the day with your **briefing email** from Microsoft Viva



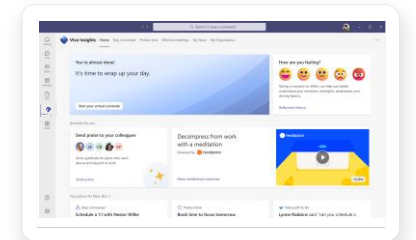
Schedule **focus time** before the week fills up



Mindfully wrap up the day with a **virtual commute**



Stay connected with important people in your network



Tap into dedicated moments of mindfulness throughout the workday

# Effective meetings experience in Viva Insights



Leaders

## The challenge

"I want employees to feel included and heard regardless of where they're working."



## Solutions

- Drive the right hybrid norms
- Anchor on inclusive behaviors



Managers

"I want my teams to work productively with autonomy."



- Help model the right practices
- Foster team productivity



Individuals

"I want to make the best use of my time and my co-coworkers' time."



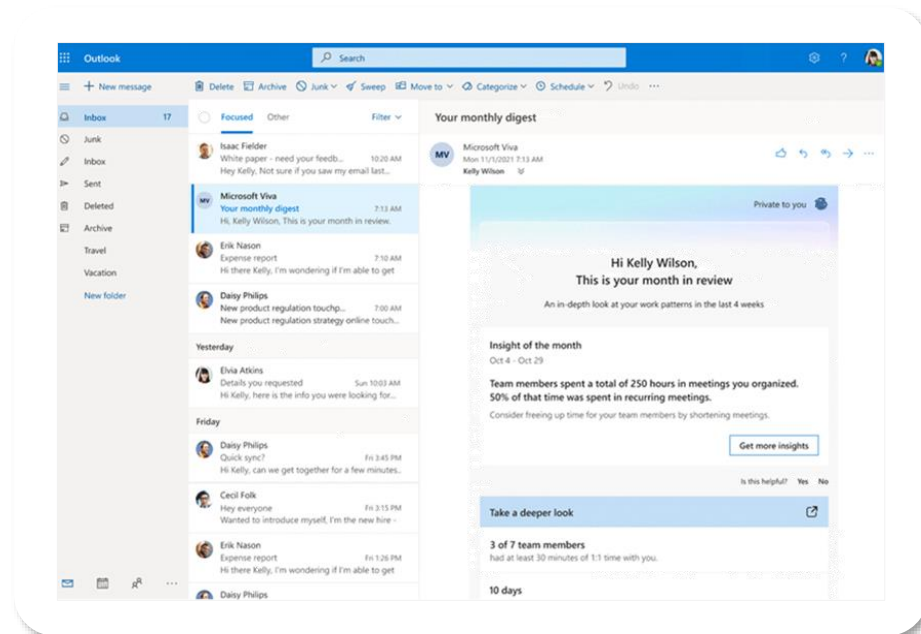
- Build habits around best practices
- Reflect on meeting behaviors



# Manager insights to foster healthy, successful teams

## Data driven insights

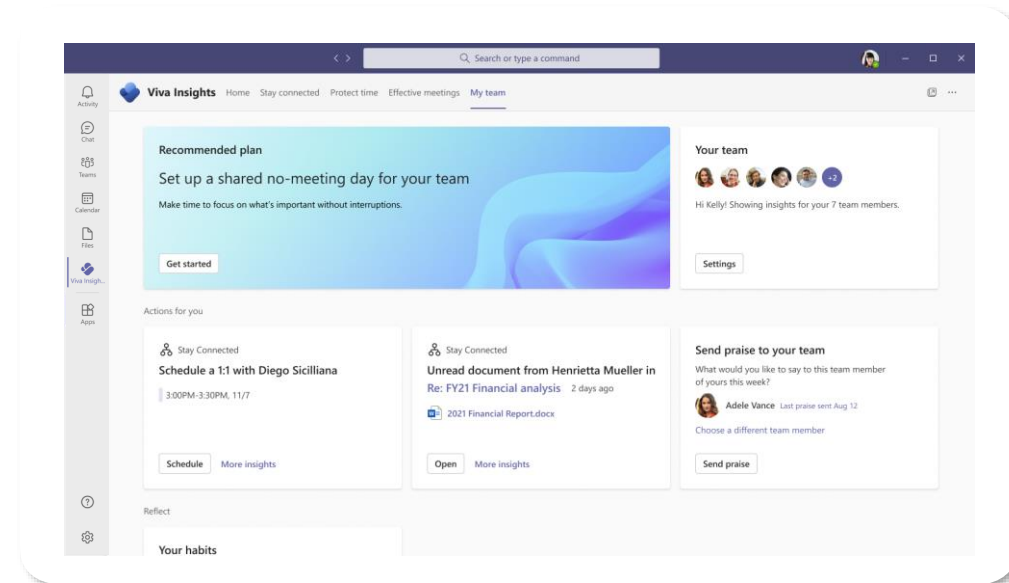
Understand the patterns that can lead to burnout and stress for your team



## Actionable recommendations

Receive personal reminders to schedule 1:1s and complete outstanding tasks

Launch flexible programs to drive positive change



# Expanded Viva Insights capabilities help people managers balance new demands



Empower managers and virtual team leads of **any** team size



Stay connected with team members and keep up with outstanding asks



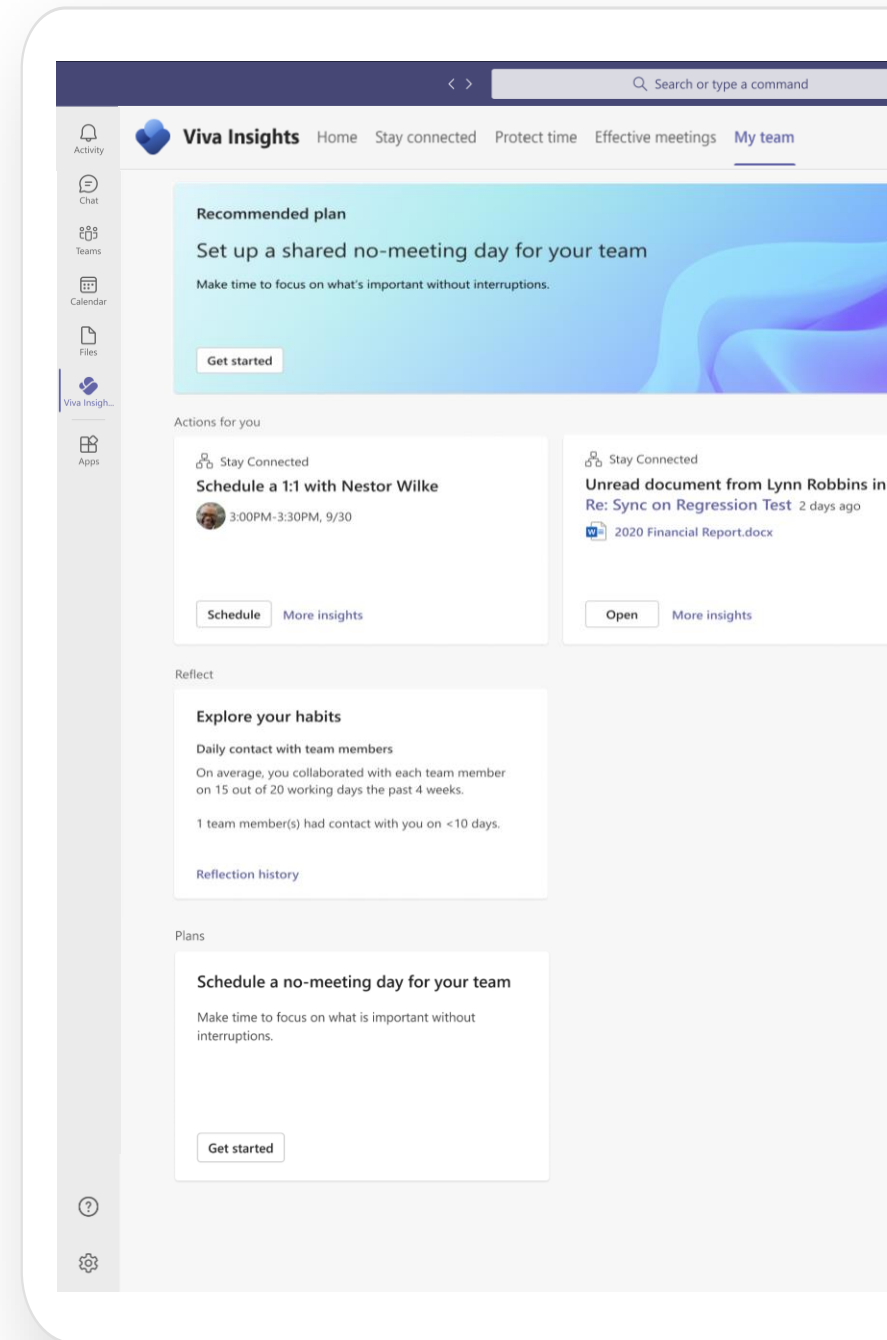
Preserve time for uninterrupted work across the team



Recognize strengths and accomplishments, increase engagement with praise

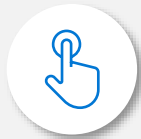


Explore personal habits that impact team effectiveness





# Expanded manager and team lead Insights



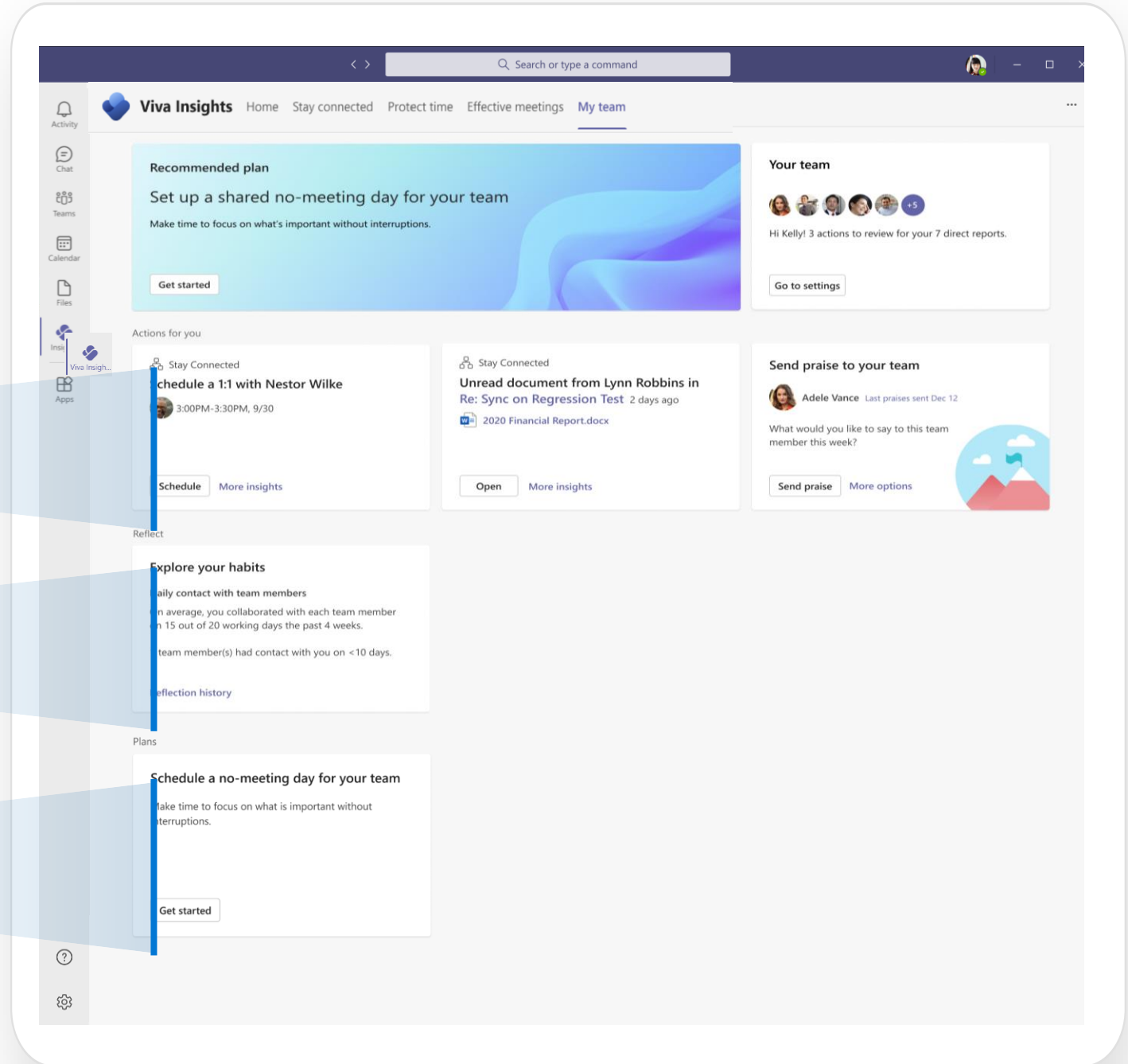
Nudges



Reflective Insights



Action Plans

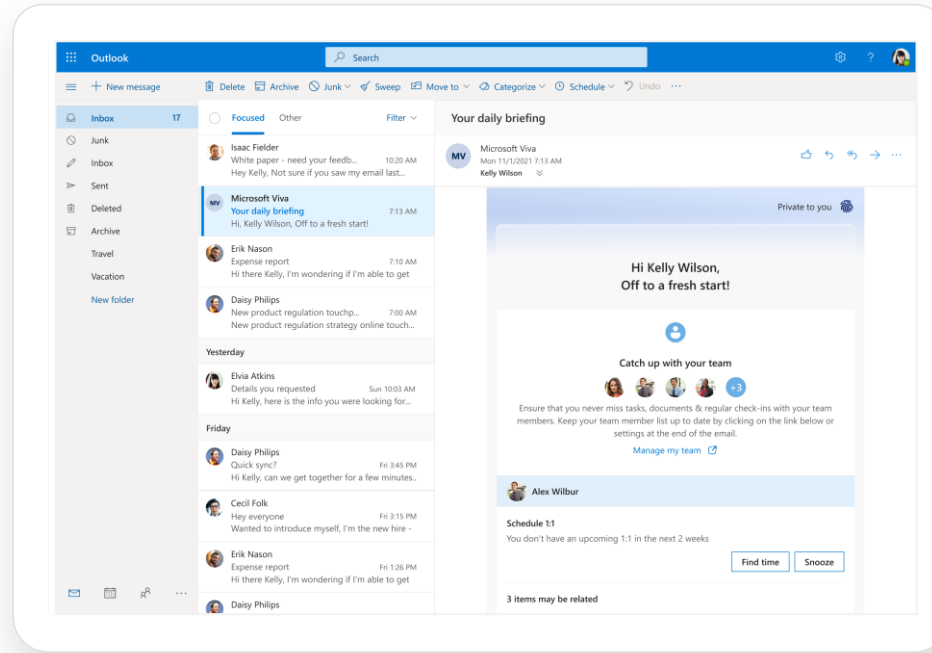


# Expanded manager and team lead Insights



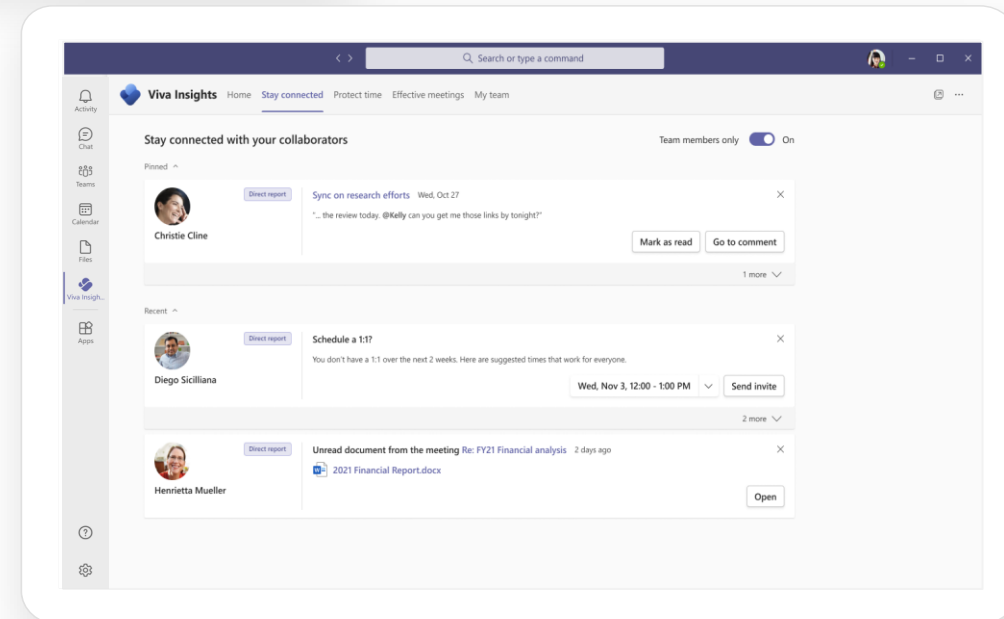
## Nudges

Intelligent reminders to keep up with managerial demands, like scheduling 1:1s and responding to asks in emails and document mentions

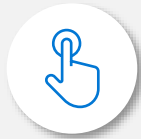


Daily briefing email  
Catch up with your team card

Stay connected with collaborators  
Toggle to team members

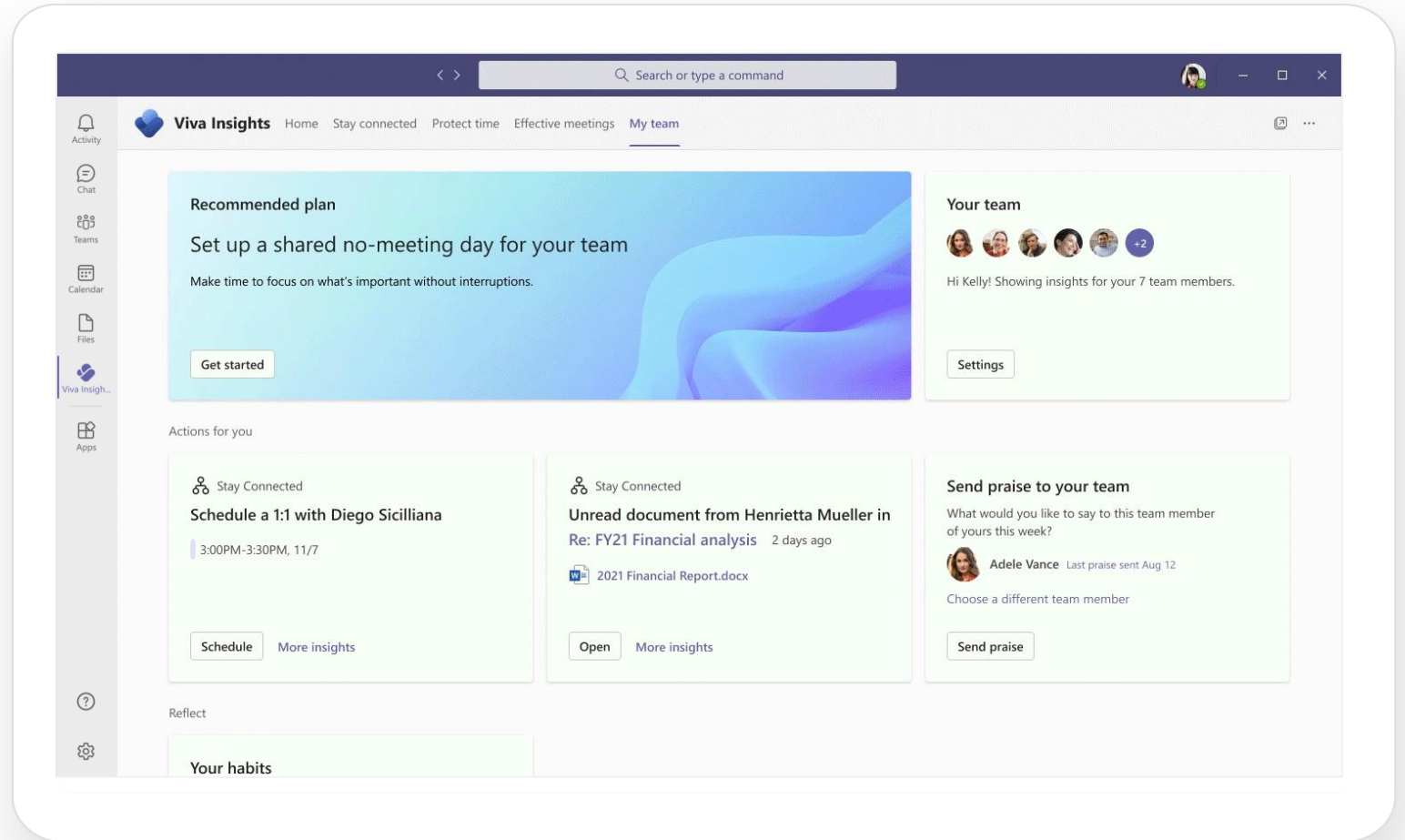


# Expanded manager and team lead Insights



## Nudges

Help employees feel connected and engaged by proactively recognizing strengths through 'Send Praise'



# Expanded manager and team lead Insights



## Reflective Insights

Identify personal work patterns and behaviors that may be impacting team stress and feelings of burnout

**Viva Insights** Home Stay connected Protect time Effective meetings My team

Search or type a command

Activity Chat Teams Calendar Files Viva Insign... Apps

### Actions for you

- Stay Connected**  
**Schedule a 1:1 with Diego Sicilliana**  
3:00PM-3:30PM, 11/7  
[Schedule](#) [More insights](#)
- Stay Connected**  
**Unread document from Henrietta Mueller in Re: FY21 Financial analysis** 2 days ago  
2021 Financial Report.docx  
[Open](#) [More insights](#)
- Send praise to your team**  
What would you like to say to this team member of yours this week?  
Adele Vance Last praise sent Aug 12  
Choose a different team member  
[Send praise](#)

### Reflect

**Your habits**  
Daily contact with team members  
On average, you collaborated with each of your team members on 15 out of 20 working days the past 4 weeks. 1 team member(s) had contact with you on <10 days.  
[Explore more](#)

### Plans

# Expanded manager and team lead Insights



## Reflective Insights

Insights for people managers in the flow of work with Microsoft Viva email and Viva Insights web experiences

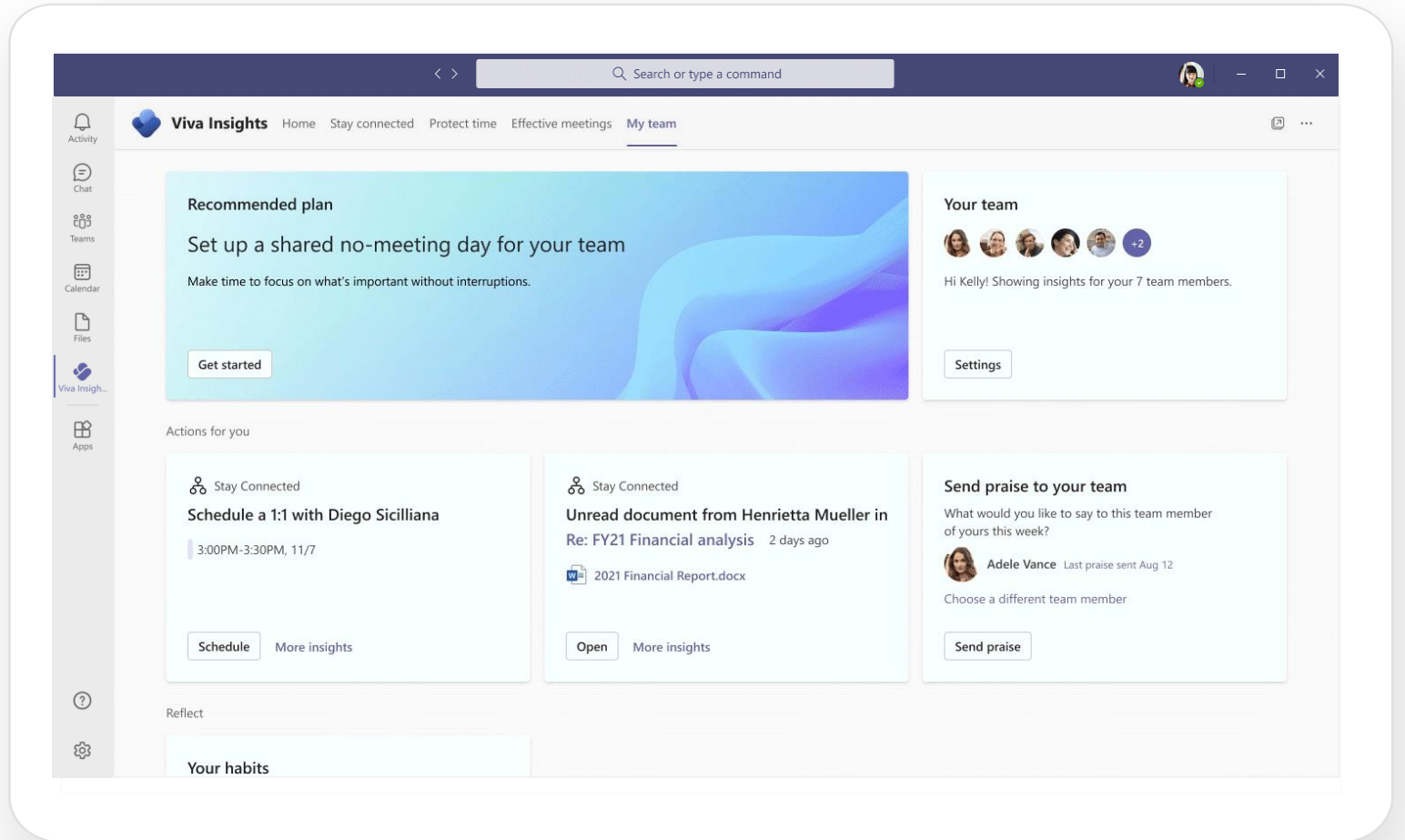
The screenshot displays the Microsoft Outlook interface. On the left is a navigation pane with folders like 'Inbox' (17), 'Junk', 'Sent', 'Deleted', 'Archive', 'Travel', and 'Vacation'. The main pane shows an email thread with messages from Isaac Fielder, Microsoft Viva (highlighted), Erik Nason, and Daisy Philips. On the right, a 'Your monthly digest' card is visible, titled 'Hi Kelly Wilson, This is your month in review'. The card provides an in-depth look at work patterns in the last 4 weeks, including an 'Insight of the month' for Oct 4 - Oct 29: 'Team members spent a total of 250 hours in meetings you organized. 50% of that time was spent in recurring meetings. Consider freeing up time for your team members by shortening meetings.' A 'Get more insights' button is present. Below the card, a 'Take a deeper look' section shows '3 of 7 team members had at least 30 minutes of 1:1 time with you.' and '10 days'.

# Expanded manager and team lead Insights



## Action Plans

Prioritize team wellbeing by promoting healthy norms and boundaries, like setting shared, recurring 'No meeting' days for focused work





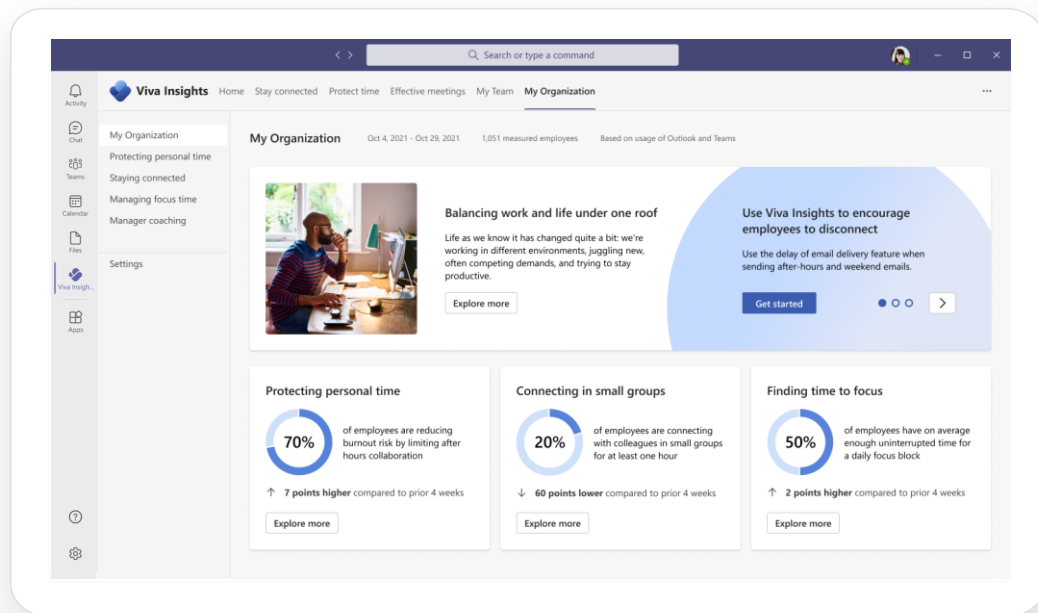
# Insights for senior leaders to address complex challenges

Tailored to C-level executives and functional heads

## In the flow of work

Understand what's happening across your business with at-a-glance insights

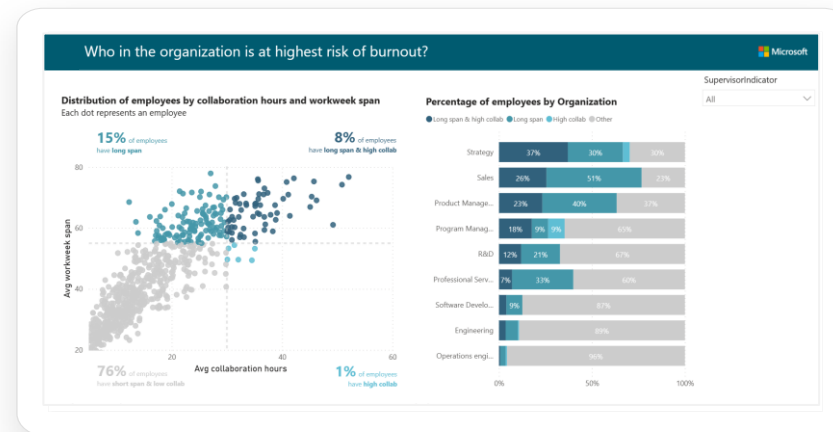
Examine differences between geographies and functions



## Via in-depth analysis

Dive deeper into insights with ready-to-use Power BI reports

Quantify the impact of change through custom operational dashboards



## Key partner



Analyst

Custom analysis and operational dashboards based on business scenarios

# Get started today with Microsoft Viva Insights

## Enhance employee experience

- Live demonstrations of Viva Insights, Workplace Analytics, demo of hybrid work and showcasing how Viva are addressing challenges in the modern workplace.
- Requirements gathering - discussion around business challenges and blockers to improve employee engagement and knowledge management

## Actionable insights

- Use case scenario discovery and adoption and change management planning.
- Report and recommendations will provide an actionable plan on next steps to progress with Viva



# How Quadra can help you in your journey

## Build baseline

- Gather information on key business scenarios along with Business stakeholders
- Identify priorities & pain points of organization to check the possible scenarios
- Demos and deep dive into components of Viva Insights for
  - Leader Insights
  - Manager Insights
  - Personal Insights
- Understand existing systems & processes to a configure Whiteboard potential solution

## Productivity & Wellbeing

- Plan for Remote/ hybrid work strategy
- Help employees to protect time in the day for regular breaks, focused work, and learning
- Nurture employee wellbeing
- Drive employee empowerment and autonomy
- Develop effective managers  
Promote coaching and development  
Transform meeting culture

## Build better processes

- Data providing both individuals and organizations with insights into how people are doing their activities to track quality of work and productivity
- Dashboard for data-driven visibility into how work patterns affect wellbeing, productivity.
- improve employee engagement retention and build better processes in your organization

Thank you