Microsoft Viva Workshop

Microsoft Viva is an employee experience platform that brings together communications, knowledge, learning, resources, and insights in the flow of work. Powered by Microsoft 365 and experienced through Microsoft Teams, Viva fosters a culture that empowers people and teams to be their best from anywhere.

Viva helps employees make learning a natural part of the day by bringing learning into the flow of work with the tools they already use.

Viva helps people and business thrive with recommendations to improve productivity and wellbeing.

Viva lets you automatically organize content and expertise across your organization, making it easy to find.

Viva is designed to empower every employee to contribute their best

Goal of the workshop is:

✔ **Identify and prioritize employee needs** (Identify personas and scenarios to deliver innovative solutions to your employees through the lens of Teams)

✔ **Explore opportunities to streamline business processes and improve productivity and wellbeing outcomes** (abilities and functional, modules review, figuring out in which way they could be used by the customer)

✔ **Provide a high-level solution plan based on prioritized frontline worker scenarios**

Workshop activities:

1. **Kick-off meeting** – introduction to the Viva workshop, discuss the upcoming activities and align expectations

2. **Presenting the possibilities** - show you the possibilities of Viva modules (Connections, Insights, Topics, Learning) and use cases employees. As a result, you have an idea of which tools and use cases would be applicable in your company.

3. **Identifying user personas and scenarios** – determine the types of employees you have, what are their needs, what technology and tools they use, how do they communicate with the others from the organization, and get information

4. **Creation of high-level Solution plan** – analyze collected data and make a Solution plan for your specific needs.

5. **Presenting the results** - present the Solution plan and then recommend the next steps for the digital transformation of your company.