Alithya

Viva Insights Training Academy

2 day program

Help your organization improve employee wellbeing using Microsoft Viva Insights. The Viva Insights Training Academy includes two days of services designed to teach Analysts and People Managers how to leverage Viva Insights to transform their business, followed by office hours to answer any additional questions.

1 Getting Started with Viva Insights

Viva Insights Fundamentals (2.5 hours)

/ What is Viva Insights? We'll cover an introduction to Viva Insights, customer stories, how it works, and privacy considerations.

/ During the Insights tour and data prep, we will review the home page, ways to analyze the data, and validating data sources.

/ We'll explain how signals from Microsoft 365 are captured and used to create Viva Insights as a data source from Microsoft Graph.

/ We'll review the Microsoft 365 data environment.

Navigation & Query Deep Dive (2.5 hours)

/ We'll explore the data in Viva Insights by covering the calendar overview, doing a walkthrough of insights and an insights activity, and providing a person and meeting query overview.

/ The query overview takes us through running queries, person and meeting query output, and "A Week in the Life" query practice.

2 Working with Viva Insights

Ways of Working Assessment (2.5 hours)

The Ways of Working assessment will start with an overview, then a step-by-step setup of the assessment, review of collaboration culture and employee experience, a ways of working analysis activity, and finally ways to present the data.

Management & Coaching and Expensive Meetings (2.5 hours)

/ Management and Coaching will start with a use case overview, then move into how to develop effective manager insights, then the person query review and analysis activities, and finish up with ways to present the data.

/ Expensive Meetings also starts with a use case overview, then moves into how to use transform meeting culture insights, then the meeting query review and analysis activities, and finally finishes up with ways to present the data.

Office Hours:

• We will schedule 8 office hours with one of our badged Viva Insights Practitioners and Data Analysts.

• Bring all your organizations' Insights questions to the office hours

• We will also consult on best practices and technical Insights questions during the office hours.

Contact us