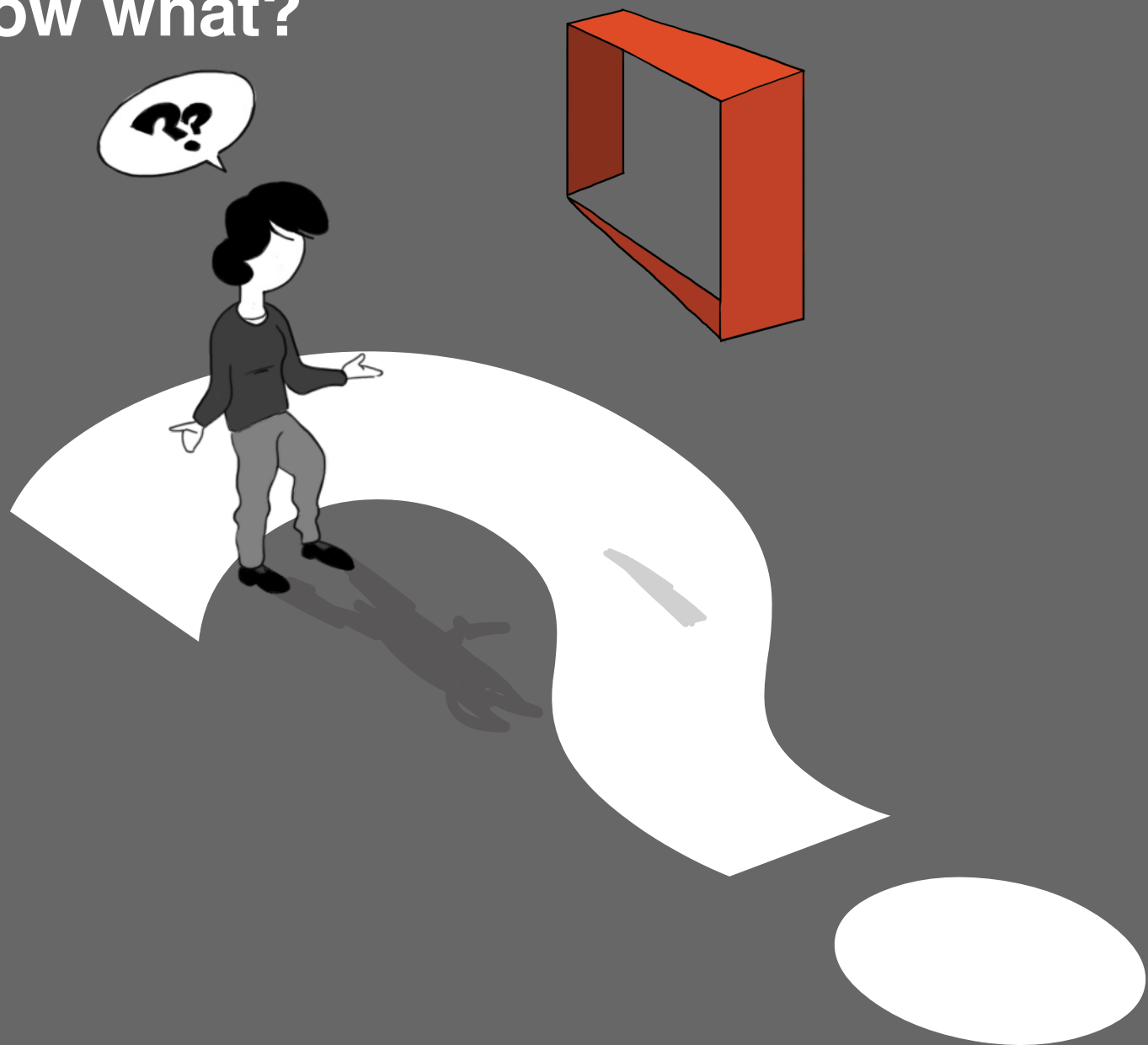


# Change & Adoption @ Your Workplace

## It's happening...

You've got new technology.  
Now what?

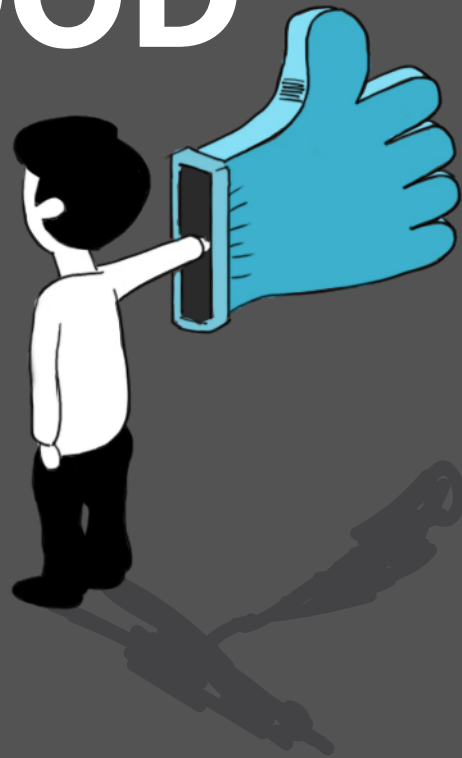


Your software is up to date, but are you?  
Discover our hands-on approach, which is tailored to your business.  
Go for efficiency and learn how to get the most out of the various Office 365 tools.

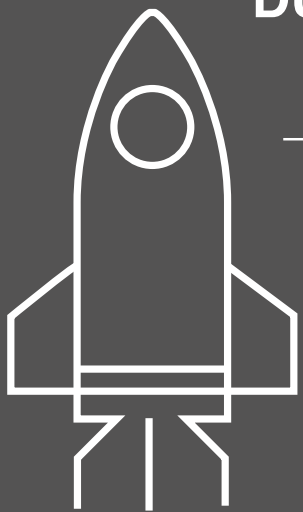
A thorough analysis of the specific knowledge and user levels in your entire organisation reveals which employees would benefit from a course about which tools.

# CHANGE IS GOOD

But be  
smart  
about it!

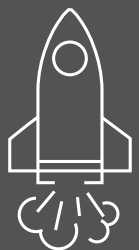


## XYLOS SUPPORTS YOUR EMPLOYEES DURING YOUR TRANSITION



### ENVISION pre-launch

Needs analysis and development of a user adoption & communication plan



### ENABLE launch

Support users during implementation



### EMBRACE post-launch

Long-term user coaching and support; encouraging the use of the new tools

# ENVISION WORKSHOPS

Xylos performs a needs analysis within your company to deliver the best possible goal-oriented support, fully tailored to your employees.



### VISION

- What are the goals?
- Who should be involved?
- Within what timespan are you planning to implement changes?



### USERS

- Which user types should we take into account?
- Which languages, devices, locations?
- Will everyone migrate at the same time?



### USE CASES

- What are the most important needs and actions for each user type?



### PRACTICAL ORGANISATION

- Practical development of the suggested user adoption plan



### COMMUNICATION

- Development of a communication plan and timeline

Want to know more? Don't hesitate to contact the Xylos Learning Department.

**Xylos**