Xylos' Ways of Working Assessment

(Power by Microsoft Workplace Analytics)

3/24/2021
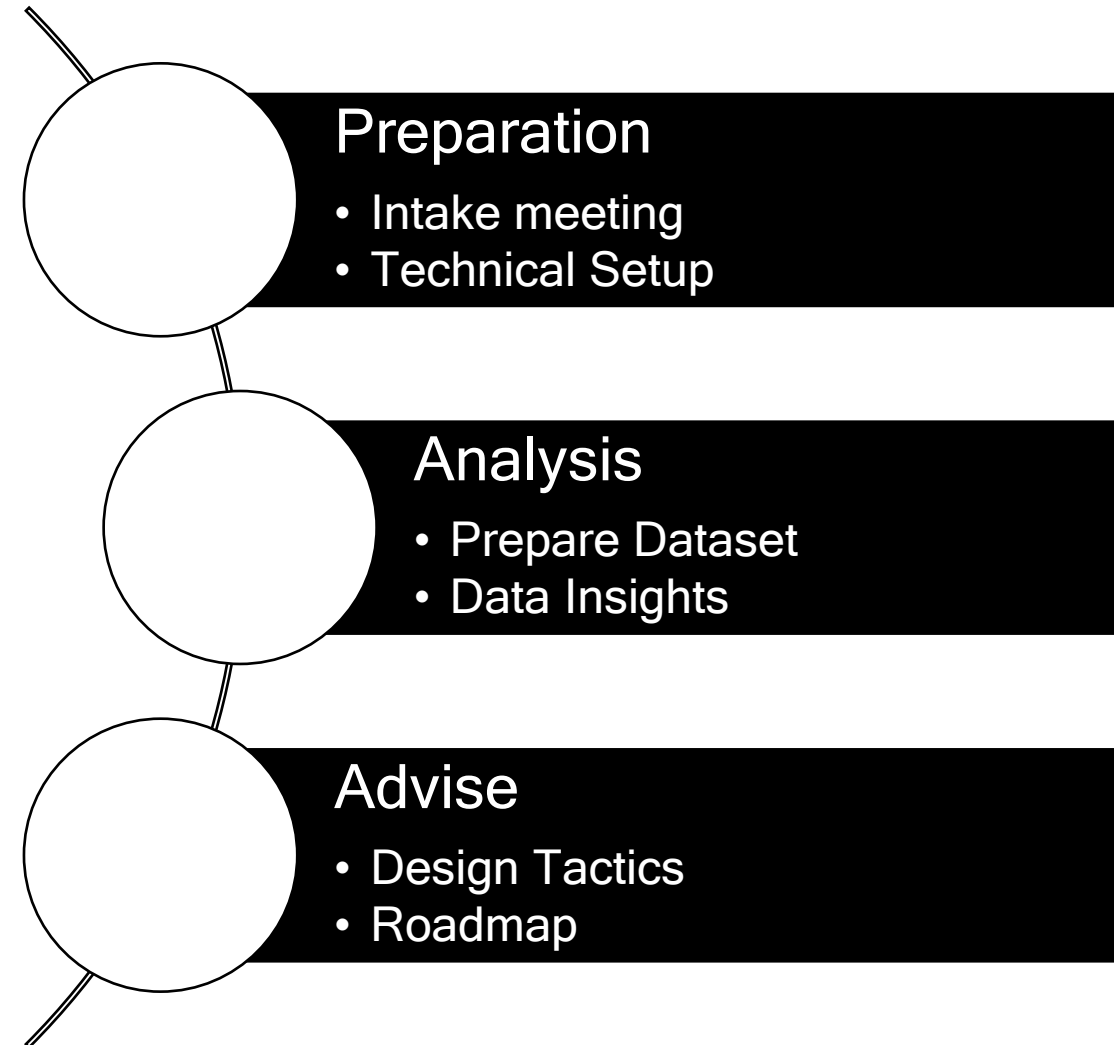
WHY?

The Xylos' Way of Working Assessment uses the power of **Microsoft Workplace Analytics** to provide powerful insights in the way your people work.

The combination of change management and data engineering expertise allows us to advise you on quick wins and potential future cultural improvement programs, based on true Microsoft 365 data in one of 3 specific collaborative topics

Meeting culture

Employee experience

Management effectiveness

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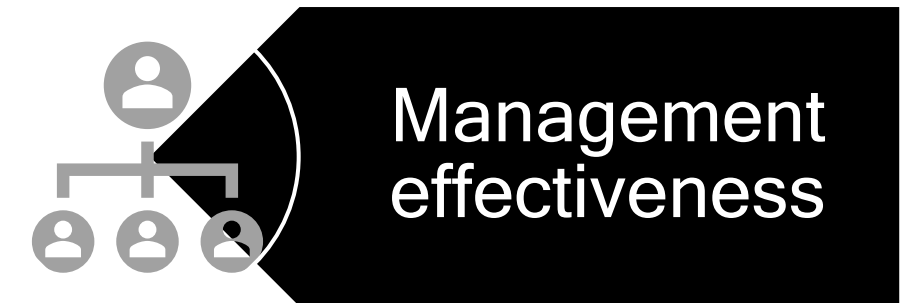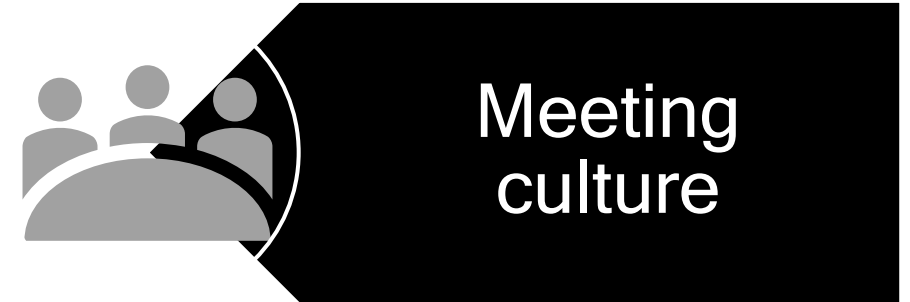
HOW?

1. In the first phase (**Preparation**), we organize an intake meeting to detect potential problems within your organization and we install all necessary tools that allow further data analysis.

2. During the second phase (**Analysis**), we set up the dataset. When the dataset is completed, we can start to interpret the data and gain insight in your organization's work culture. Specific problems within your organization's work culture can be derived from the data.

3. In the final phase (**Advise**), we identify the barriers that cause the detected problems and propose appropriate solutions to tackle them. We provide you with a step-by-step roadmap to create a change in your organization. In-house training sessions can be optionally added to the Xylos' Ways of Working Assessment.

Preparation
- Intake meeting
- Technical Setup

Analysis
- Prepare Dataset
- Data Insights

Advise
- Design Tactics
- Roadmap

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Prepare

Intake

Workplace Analytics allows deeper insights into:

- How people invest their time in different types of activities.

- How they share information with other individuals in their team and beyond.

- How teams interact with other teams, locations, lines of business, and external contacts.

We organize an intake meeting to scope the focus of the assessment within your organization. We do this by discussing a number of top-level business topics (Meeting culture, Employee wellbeing, Manager effectiveness) and by asking critical questions.

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Technical Setup

Workplace Analytics turns data into useful insights by providing measures, context, and privacy controls, as well as dashboards and other tools for users to access those insights.

In the technical set-up, we have three tasks:

1. We activate the Workplace Analytics license

2. We import metadata from Microsoft 365 and organizational data
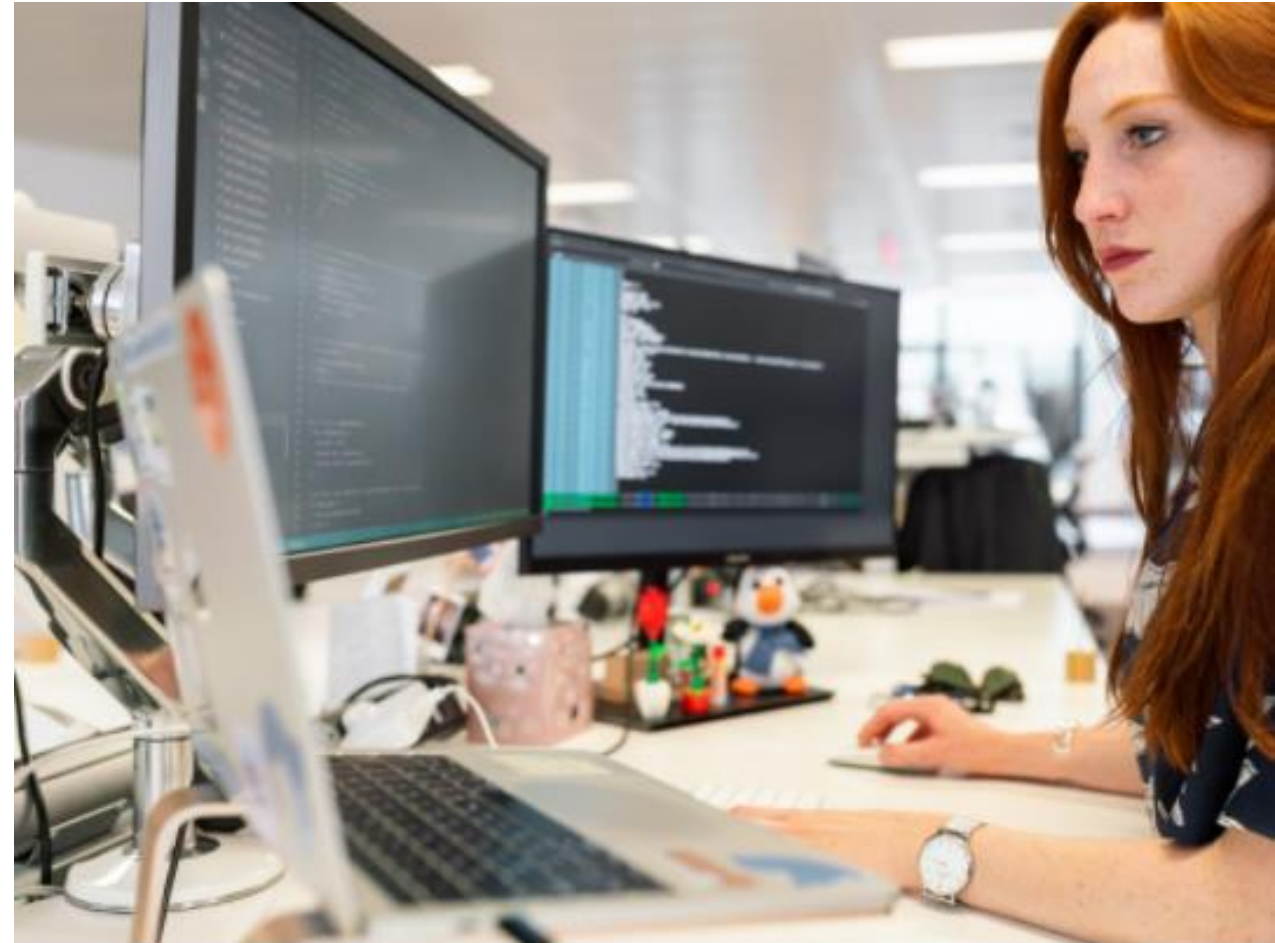
3. We install Power BI

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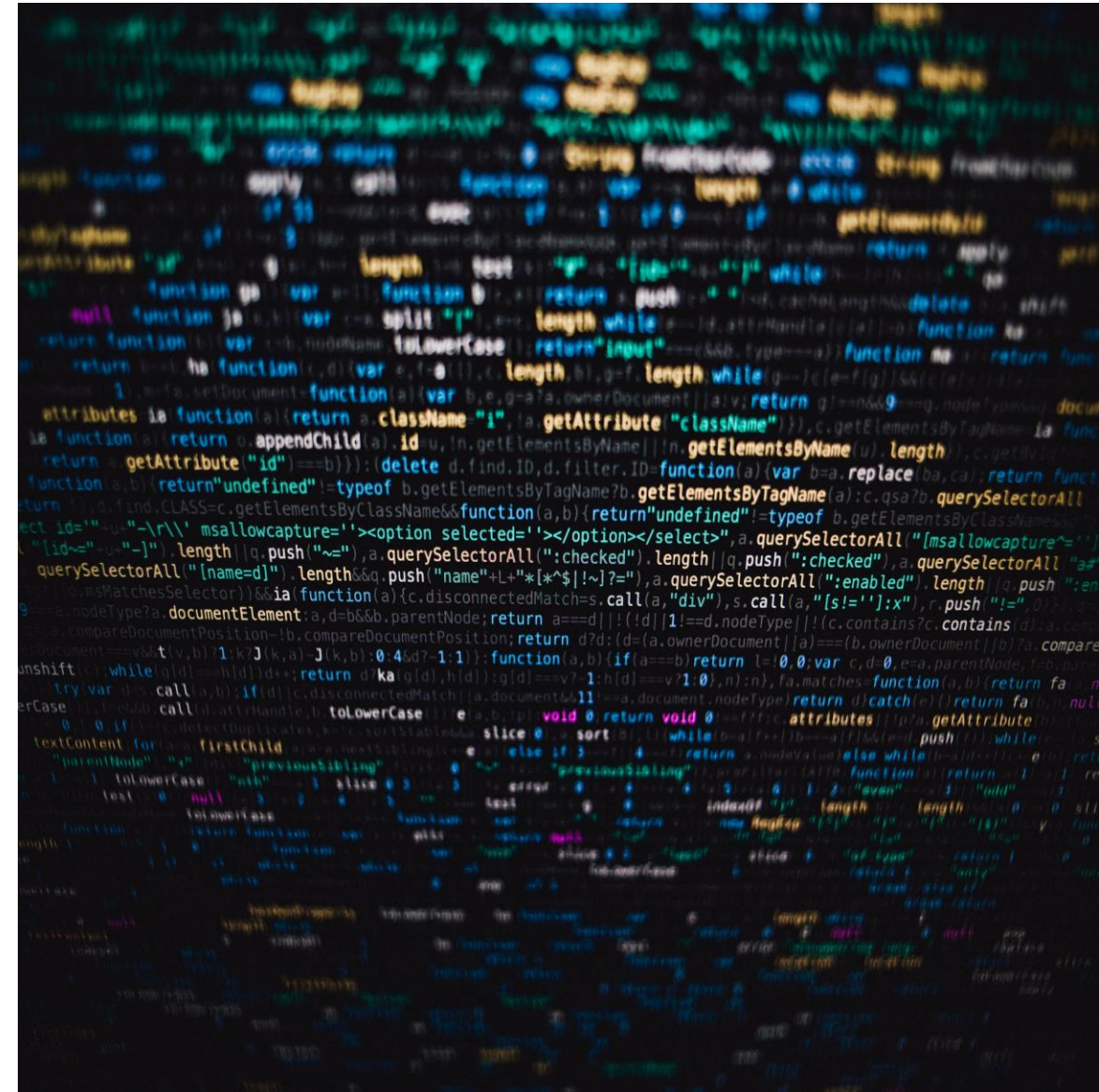
Analysis

Prepare Dataset

We activate the datasets by performing queries selected from the intake meeting. When we run the queries*, we receive an automatically generated report that we can open in in PowerBi

*Queries give us access to row-level data and customizable metrics.

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Data Insights

When the dataset is completed, we can start to interpret the data and gain insight in your organization's work culture. Specific challenges within your organization's work culture can be derived from the data.

By example:

- *How connected are employees to other individuals and groups in the organization?*

- *How much employees are doing extra hours?*

- *How is it situated in specific groups?*

- *What is the impact of work-life integration?*

- *How does my organization spend its meeting time?*

- *Etc.*

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Advise

Design Tactics

We identify the barriers that cause the detected problems and propose appropriate solutions to tackle them with the following approach:

1. **Problem**: What is preventing us from doing our best work?

2. **Root Cause**: Why does this behavior occur?

3. **Target behavior**: What can we do? What's in it for me?

4. **Barriers**: Why can't we do it?

5. **Tactics**: How can we ensure that we do it?

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Roadmap

We provide you with a step-by-step roadmap based on the solutions we discussed in the approach. This roadmap will assist you to plan a change in your organization.

We can also provide in-house training sessions that can be optionally added to the Xylos Ways of Working Assessment.

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Cost

We can offer the Xylos Way of Working Assessment, including setup of Workplace Analytics Reports, personalized data analysis and step-by-step work culture improvement roadmap for **€ 7.500,00** (excl. VAT)

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