

MICROSOFT VIVA GOALS - OKR TRAINING PROGRAMME

NASSTAR IS PLEASED TO OFFER A TWO-STAGE OKR AND VIVA GOALS TRAINING PROGRAMME

We'll introduce your business leadership team to the OKR methodology and together we'll incorporate Viva Goals into your organisation. By the end of the programme, you'll have an OKR Champion to drive your Viva Goals implementation - enabling your business to focus on the alignment and transformation of your employee experience.

After the training programme, you'll have access to drop-in sessions where we'll answer any questions you may have.

INTRODUCTION: HOW TO PLAN AND WRITE OKRS

Stage 1 is designed as an introduction to Viva Goals and the OKR methodology. The workshops are focused on training, maturity and OKR design.

OKR Maturity Assessment

\\ Nasstar will run a session to gain an understanding of your business's OKR maturity level, allowing our team to tailor the programme to suit your needs.

Microsoft Viva Goals Workshop

\\ This session will cover the OKR Leadership Program, become an OKR Champion with Viva Goals in Microsoft Learn.

\\ We will show you how to draft OKRs and plan a successful Viva Goals implementation. Depending on your OKR maturity level, we'll also help you define your company's mission and vision. This will ensure that OKRs align with your overall business strategy. Nasstar will also help you define your OKR cascading model and work out an appropriate rhythm for OKR check-ins.

Project planning steps/dates/audience

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\\ Nasstar will offer a session to cover frequently asked questions. We will also explore ways to ensure the seamless adoption of Viva Goals in your business.

OKR WORKSHOPS AND IMPLEMENTATION

Stage 2 will help you define between 3 to 5 OKRs for a pilot group of leadership and one direct reporting line beneath. We will also cover the technical setup of Viva Goals and discuss any future integrations you may want to explore with existing solutions.

OKR Drafting Workshop

\\ Nasstar will work with your leadership team to identify priorities for the coming quarter.

OKR Review Workshop

\\ After the initial drafting phase, we'll hold another workshop to review and amend your OKRs and quarterly focus. At the end of this session, you will have at least 3 - but no more than 5 - OKRs.

ACM Intro Workshop

Nasstar will conduct an ACM workshop that follows Prosci® methodology. We'll discuss a typical ACM programme and evaluate your current change programmes.

Viva Goals Config Workshop

Nasstar will work with your Viva Goals champion to implement the software, ensuring that it's ready for the pilot deployment to your leadership team.

After configuring Viva Goals, Nasstar will work with your team to populate the platform.

ACM Workshop

Nasstar will help you craft sponsor plans, comms plans, coaching workshops and an ACM champions network to ensure the successful adoption of your OKR pilot. By this point, you will have decided on a Viva Goals OKR Champion, another essential step in driving the successful adoption of OKRs within your organisation.

FOLLOW-UP SUPPORT

The training will be followed up by a series of ask-anything drop-in sessions with a Nasstar consultant who has completed the Microsoft OKR Leadership Program.

During these follow-up sessions, Nasstar will advise on Viva Goals' best practices and new features.

Description of Workshop	Remote/Onsite	Audience	Client Hours Required	Spread
OKR Maturity assesment	Remote	C-Suite Executives	1 Hour	These work-shops can be run remotely and spread out over a number of days
Microsoft Learn Content Workshop	Remote	C-Suite Executives	2 Hour	
Microsoft Viva Goals Workshop	Remote	C-Suite Executives	4 Hour	
Viva Goals FAQ Session	Remote	C-Suite Executives	2 Hour	
OKR Drafting Workshop	Onsite	C-Suite Executives	4 Hour	This a a full 1 day in person workshop
OKR Review workshop	Onsite	C-Suite Executives	3 Hour	
ACM Intro Workshop	Onsite	Exec Sponsor and OKR Champions	4 Hour	This a a full 1 day in person workshop
ACM Workshop	Onsite	Exec Sponsor and OKR Champions	3 Hour	
Viva Goals Config Workshop	Remote	IT Admin and OKR Champion	2 Hour	This is a remote workshop

AUDIENCE

This training programme is designed to embed the OKR methodology and Microsoft Viva Goals within your business, so it is important that the most appropriate audience participates.

We advise that C-Suite Executives attend the majority of the OKR-focussed workshops to ensure that your business's mission and vision are realised. This approach will ensure that alignment cascades throughout your organisation.