

MICROSOFT VIVA INSIGHTS 2-DAY ANALYST TRAINING PROGRAMME

Nasstar is pleased to offer a 2-day engagement, working with your business to help train your analysts and leaders on how to get the most out of Viva Insights, enabling your organisation to transform its employee experience practice.

The training will be followed by drop-in sessions over subsequent weeks, to answer any questions you may have.

DAY 1: INTRO TO VIVA INSIGHTS ANALYST DASHBOARD

An introduction to Viva Insights for your Analysts. We will run through the application and its uses and also cover some of the FAQs received when a business is starting its Viva Insights journey. We will also cover best practice and how to achieve maximum user adoption.



Analyst Home Page

We will cover what the Viva Insights Analyst Dashboard contains, and the different tabs and settings within it



Initial Analyst Dashboard configuration

Nasstar will run a session to help create the initial upload of organisational data. We will cover the different attributes and settings required to enable this upload



Data sources

We will cover how Viva Insights uses the data across Microsoft 365 to better understand your business, and also discuss the privacy and anonymisation of data



Licensing and Opt-in

Licensing requirements and how best to use opt-in/out features



Ways of Working Assessment Configuration

We will run through the initial setup of the ways of working assessment query within the Viva Insights Analyst Dashboard

DAY 2: WAYS OF WORKING ASSESSMENT WORKSHOP

Designed to equip your Analysts with real-world insights from their environment. We will cover best practice and how to present the data in meaningful ways.



Initial Analysis

Nasstar will walk through the Ways of Working Assessment data at a high level to begin to understand an area of focus



Focus Area

We will help to define an area of focus within your data whether that's employee wellbeing, manager effectiveness or meeting culture



Deep Dive

Nasstar will undertake a deep dive into a specific area of the assessment, for example "Manager Effectiveness" or "Meeting Culture". Here, we will review and work with you on which best practices you can use to make improvements across your organisation



Teams Application

Nasstar will work with your Analysts, People Managers and Leadership Teams to relate the data back to how the Viva Insights application can be used to make positive changes to the culture and wellbeing of your workforce

FOLLOW-UP SUPPORT

- \\ The training will be followed up by a series of drop-in sessions with a badged Viva Insights Practitioner, to help with any queries in the weeks post-training (4hrs total)
- \\ Nasstar will help to advise on best practice and new and upcoming features with Viva Insights

REQUEST A FREE CONSULTATION

If you would like to book a complimentary consultation or find out more, please contact enquiries@nasstar.com or call 0345 003 0000