

MICROSOFT VIVA INSIGHTS APPLICATION 2-DAY TRAINING PROGRAMME

Nasstar is pleased to offer a 2-day engagement, working with your business to help train your Analysts and People Managers 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

An introduction to Viva Insights for your everyday employees and your People Managers. 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.



What is Viva Insights?

Viva Insights from a personal and managerial level



Access and Permissions

Looking at roles and access levels within Viva Insights, to ensure correct decisions are made when securing your deployment



Daily Digest Email

We will cover how to get the best out of the daily digest email and the suggestions and tasks that are contained within it



Daily Commute

We will run through the importance of the daily commute and how this can be used to help employees get the best out of their time and prepare for the next day



A day in the life

Real world examples of how Viva Insights can be used day-to-day by your employees

DAY 2: VIVA INSIGHTS LEADERSHIP

Designed to equip your Leadership Team with real-world insights from within their environment. We will cover the organisation trends surfaced through Viva Insights and pick an area of focus to help implement positive change within your organisation.



Organisational Trends

Nasstar will walk through a high level overview of the organisational trends surfaced by your Viva Insights application within Teams



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



User Adoption

Nasstar will work with your teams around how to adopt Viva Insights and get the most value from the solution, including how to address push-back from the 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