



1 day Workshop

Good practice adoption of Microsoft 365 and Microsoft Viva

Implementing new digital tools is achieved when the employees of a company are choosing and using the tools as a natural part of their workday.



- The possibilities with Microsoft 365 and Microsoft Viva
- What are Microsoft 365 and Microsoft Viva and when to use what and why
- How to organise your team and prepare them for tomorrow, with the tools you already have, or are planning to implement
- How to pick some low hanging fruits, get started today



Target audience

- HR
- Change & Adoption
- Competency & Organization development
- Communications
- IT
- All staff (high level)



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Current challenges addressed

What is:

- Fragmented
 - Culture "how we do things round here"
 - Learning and adoption of new tools
 - Digital competency
 - Use of digital tools and shadow IT
 - Structure of content and where to work with documents and other content
- New tools not adopted properly or not clear purpose
- Too many channels of collaboration and communications

Topics Covered

- See the possibilities with Microsoft 365 & Microsoft Viva
- What to think about when implementing a new collaboration and/or communication solution:
 - Technology choices
 - People and digital competency
 - Ownership and management
 - Infrastructure and legacy
- How to build a culture of sharing
- How to work with and plan for continuously changing technology

Outcome

By the end of this Workshop, you will have:

- Recommendations of what to use when and why of the Microsoft 365 and Microsoft Viva tools
- A roadmap for next steps for
 - Technology choices, infrastructure and structure
 - Roles and responsibilities
 - Training and competencies
 - Where to start and run adoption in the organization

Next step:

Book:

- An assessment
- A Proof of Concept
- A Project
- A combination of all

