

End User Training Offerings for Microsoft Viva

A summary of the training sessions and topics for Viva Connections, Engage, Learning, Topics, and Goals

Viva Connections

Viva Connections is a module that helps employees stay connected and informed with their organization through a personalized dashboard in Microsoft Teams.

The training session for Viva Connections covers the following topics:

- How to access and navigate Viva Connections in Teams.
- How to customize your dashboard with relevant content and tools.
- How to view and interact with company news, policies, and announcements.
- How to connect with other employees and communities through Viva Engage.
- How to access learning resources and opportunities through Viva Learning.

The training session duration is 1 hour and is delivered online.

Viva Engage

Viva Engage is a module that helps employees build a sense of community and belonging within their organization through social interactions and recognition.

The training session for Viva Engage covers the following topics:

- How to create and join communities of interest and practice in Viva Engage.
- How to post, comment, and react to content in communities.
- How to follow and bookmark topics and people of interest.
- How to give and receive praise and feedback in Viva Engage.
- How to access analytics and insights on your engagement and impact.

The training session duration is 1 hour and is delivered online.

Viva Learning

Viva Learning is a module that helps employees discover and access learning content from various sources and platforms within their workflow.

The training session for Viva Learning covers the following topics:

- How to find and browse learning content from Microsoft, LinkedIn, and other providers in Viva Learning.
- How to enroll and complete courses and modules in Viva Learning.
- How to track and manage your learning progress and achievements in Viva Learning.
- How to share and recommend learning content with your peers and managers.

- How to access learning recommendations and nudges based on your skills and goals.

The training session duration is 1 hour and is delivered online.

Viva Topics

Viva Topics is a module that helps employees access and share knowledge and expertise across the organization through topic cards and pages.

The training session for Viva Topics covers the following topics:

- How to view and explore topic cards and pages in Viva Topics.
- How to edit and contribute to topic pages with your knowledge and insights.
- How to create and manage topics and subtopics in Viva Topics.
- How to follow and subscribe to topics of interest and relevance.
- How to search and filter topics by categories, tags, and sources.

The training session duration is 1 hour and is delivered online.

Viva Goals

Viva Goals is a module that helps employees align and track their goals and objectives with their team and organization.

The training session for Viva Goals covers the following topics:

- How to create and update your personal and team goals in Viva Goals.
- How to align your goals with your manager and organization's goals.
- How to monitor and measure your goal progress and achievements in Viva Goals.
- How to collaborate and communicate with your team and manager on your goals.
- How to access feedback and coaching on your goals.

The training session duration is 1 hour and is delivered online.