Employee Experience Platform Specialist (MS-080)

Description

Enhance Employee Experience with Microsoft 365 and Viva

The Employee Experience Platform Specialist (MS-080) training is dedicated to making tangible improvements in daily professional life. Through Microsoft 365, particularly with Microsoft Viva, you'll learn to design an optimal, personalized employee experience. Your organization will thus enhance productivity while fostering more empathetic leadership.

This professional training addresses current challenges: retaining talent, boosting team engagement, and optimizing internal communication. Throughout the course, you'll understand how to accurately identify your employees' needs and deliver tailored solutions.

Effectively Deploy Viva Connections, Insights, Learning, Topics, Glint, and Goals

You'll explore all the possibilities offered by Microsoft Viva. You'll particularly master Viva Connections to strengthen internal communications and Viva Insights to monitor and enhance workplace well-being. The Viva Learning platform will help you efficiently structure internal training and skills development. Additionally, you'll integrate Viva Topics to facilitate knowledge access within your organization. Finally, with Viva Glint and Viva Goals, you'll learn to measure and manage team engagement, as well as set and achieve clear, shared objectives.

Course Content
Module 1 : Design digital employee experiences

- Evaluate current employee experiences
- Consider employee privacy and data requirements
- Assemble business stakeholders and define goals
- Explore Viva experience areas
- Understand Viva licensing

Module 2 : Introduction to the Microsoft Viva suite

- Introduction to Microsoft Viva
- Understand Viva apps
- Get started with Microsoft Viva
- Use Viva to keep everyone informed, included, and inspired
- Use Viva to get actionable insights to foster well-being and productivity
- Use Viva to align people's work to team and organization goals
- Use Viva to help employees learn, grow, and succeed

Module 3 : Introduction to Viva Connections

- What do users experience?
- When to use Viva Connections?
- What technical requirements must be met to deploy Viva Connections?

Module 4 : Design skilling and growth experiences with Viva Learning

- Plan for Viva Learning
- Assemble Viva Learning admins and stakeholders
- Understand content sources with Viva Learning
- Coordinate setup and configuration of Viva Learning
- Develop adoption strategies for Viva Learning
- Develop an org-wide learning culture

Module 5 : Guided project - Create featured set of content in Viva Learning

- Prepare your environment
- Add Knowledge Administrator and Knowledge Manager
- Configure learning content sources
- Add SharePoint as a content source
- Manage learning content in SharePoint
- Create featured content set

Module 6 : Design productivity and wellbeing experiences with Viva Insights

- Measure workplace patterns with Viva Insights
- Identify Viva Insights stakeholders
- Assess experiences and define goals
- Coordinate setup and deployment of Viva Insights
- Communication and adoption planning

Module 7 : Introduction to Microsoft Viva Glint

- What is Viva Glint?
- What are the key benefits of using Viva Glint?
- How can users across the organization benefit from using Viva Glint?
- What are the survey types and how can they support engagement?
- How do I get started with Viva Glint?

Module 8 : Get to know Viva Glint's approach to modern engagement

- Who is Viva Glint and what makes us different?
- What is People Success?
- How can leaders enact a People Success approach?

Module 9 : Learn OKR essentials with Viva Goals

- What are OKRs?
- Why OKRs?
- Best practices for getting started with OKRs and Viva Goals

Module 10 : Role of an OKR Champion

- Roles and responsibilities

- How to communicate about OKRs and Viva Goals with your team
- How to successfully leverage resources

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Participant profiles

- Employee Experience Manager
- HR or Training Manager
- Digital Transformation Project Manager
- Internal Communications Manager
- Digital Tools Adoption Consultant
- Information Systems Manager (ISM)

Prerequisites

- Master the fundamentals of Microsoft 365
- Understand the core features of Microsoft Teams and SharePoint
- Have a basic understanding of HR management or digital transformation principles

Objectives

- Design optimal employee experiences with Microsoft Viva
- Master key features of Viva Connections and Viva Insights modules
- Structure an effective learning strategy with Viva Learning
- Deploy engagement and retention solutions using Viva Glint
- Define and track clear objectives with Viva Goals
- Optimize Viva integration within Microsoft 365, Teams, and SharePoint
- Continuously analyze and enhance employee experiences with data-driven insights

Description
Employee Experience Platform Specialist (MS-080)
Niveau
Fondamental
Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
MS-080