Teams

MS-080T00: Employee Experience Platform Specialist

$595.00

- 1 Day

Upcoming Dates

Course Description

In this course, you'll learn how to bring people together to create an optimal employee experience that enables your organization to improve productivity, develop empathetic leadership, and transform how employees feel about their work. In your organization today, are people being treated well, or are their needs neglected? Are your teams aligned on goals with a sense of purpose? Are you driving the business outcomes that you need?

The Microsoft Viva employee experience platform provides the infrastructure to create the culture of trust, collaboration, well-being, and active listening that you envision. This training course will provide Microsoft Employee Experience Platform Specialists with a comprehensive overview of Microsoft Viva, as well as Microsoft 365, Teams, and SharePoint. It will cover how to identify requirements for designing experiences for employee onboarding, career and skill development, rewards and recognition, compensation and benefits, employee wellbeing, and employee retention.

It will also cover how to design solutions to meet these requirements, and how to collaborate with senior executive leadership, human resources, IT, adoption and change management, and learning and organizational development departments. Finally, it will cover how to continuously improve employee experiences based on data-driven insights and feedback.

Course Outline

Learning Path 1: Reimagine the employee experience with Microsoft Viva

This course will teach you how to bring people together to create an optimal employee experience. You'll learn to use the Microsoft Viva platform, Microsoft 365, Teams, and SharePoint to identify and design solutions for employee onboarding, career and skill development, rewards and recognition, compensation and benefits, employee wellbeing, and employee retention. You'll also learn to collaborate with execs, HR, IT, and other departments to continuously improve employee experiences.

Module 1: Design digital employee experiences

Bring people together to create an optimal employee experience that enables your organization to improve productivity, develop empathetic leadership, and transform how employees feel about their work. Viva provides the infrastructure to create the culture of trust, collaboration, well-being, and active listening that you envision.

Module 2: Introduction to the Microsoft Viva suite

The Microsoft Viva suite is a suite of employee experience apps that can be used individually or combined to meet your organization's needs. In this module, understand the Microsoft Viva experiences, learn the main features of each Viva app, the processes to get started

with Viva, and how Viva apps can help you connect employees, foster productivity and well-being with insights, align work with goals, and support learning and growth.

Module 3: Introduction to Viva Connections

Viva Connections is built on your current Microsoft 365 ecosystem to provide tailored employee experiences. Learn the main components of Viva Connections, what users experience with it, when to use Viva Connections, and its technical requirements.

Module 4: Plan for Viva Connections

Thoughtful planning is the beginning of the successful deployment of Viva Connections. Learn how to set up your intranet environment to meet technical requirements, and how to build a team of stakeholders to conduct a needs assessment for Viva Connections. Then learn how to use the needs assessment results to plan the Dashboard cards, Feed, and Resources. Lastly, learn how to plan for the launch.

Module 5: Design skilling and growth experiences with Viva Learning

In this module, you'll gain a clear sense of the functions, benefits, and parameters of Viva Learning and how to set it up. You'll see the key steps for rolling out and maintaining momentum for your new learning and development trajectory supported by the Viva Learning solution, and all the roles needed are listed and described.

Module 6: Guided Project - Create featured set of content in Viva Learning

In this project, you'll be configuring different content providers for Viva Learning and creating a featured set of content to help educate learners about updated safety practices and guidelines at Tailwind Traders.

Module 7: Design productivity and wellbeing experiences with Viva Insights

Microsoft Viva Insights empowers individuals, teams, and organizations to build better work habits, achieve balance, and improve business outcomes with personalized insights and recommended actions. This module includes our recommended best practices to help you get immediate value from Viva Insights.

Module 8: Introduction to Microsoft Viva Glint

This module describes Viva Glint, how organizations can utilize the application to fuel engagement and business success, and how users across the organization interact with it.

Module 9: Learn OKR essentials with Viva Goals

Learn the key components of OKRs, their framework, and the benefits they provide to users in various roles.

Module 10: Role of an OKR champion

Learn about your role as an OKR Champion, how to communicate effectively and what resources are available to set you and your team up for success.

Audience

Learners taking this course are interested in employee experiences or Microsoft Viva and want to learn how to assess, plan, strategize, design, and manage digital employee experiences that use Microsoft Viva, Microsoft Teams, SharePoint, and Power Platform. A learner in this role will collaborate with multiple teams to scope, design, and implement new digital employee experiences, such as onboarding, career and skill development, rewards and recognition, employee wellbeing, and employee retention.

Learners should have a foundational understanding of Microsoft technologies, including Microsoft 365, Teams, SharePoint, and a deep understanding of Microsoft Viva features and capabilities. They may have experience in one or more of the following disciplines: human resources, people development, change management, information technology, or culture development.

Prerequisites

- A general understanding of Microsoft 365, Microsoft Viva, Microsoft Teams, and SharePoint
- Familiarity with employee experience concepts and methodologiesa

What You Will Learn