IT Certifications:
Professional IT Training Programs

Redefining The Skills

Search Courses

Microsoft   CompTIA   EC-Council   ISACA   PECB   AWS   Citrix

Explore Course

500+
Courses

20K+
Professionals
Trained

98%
Customer
recommended
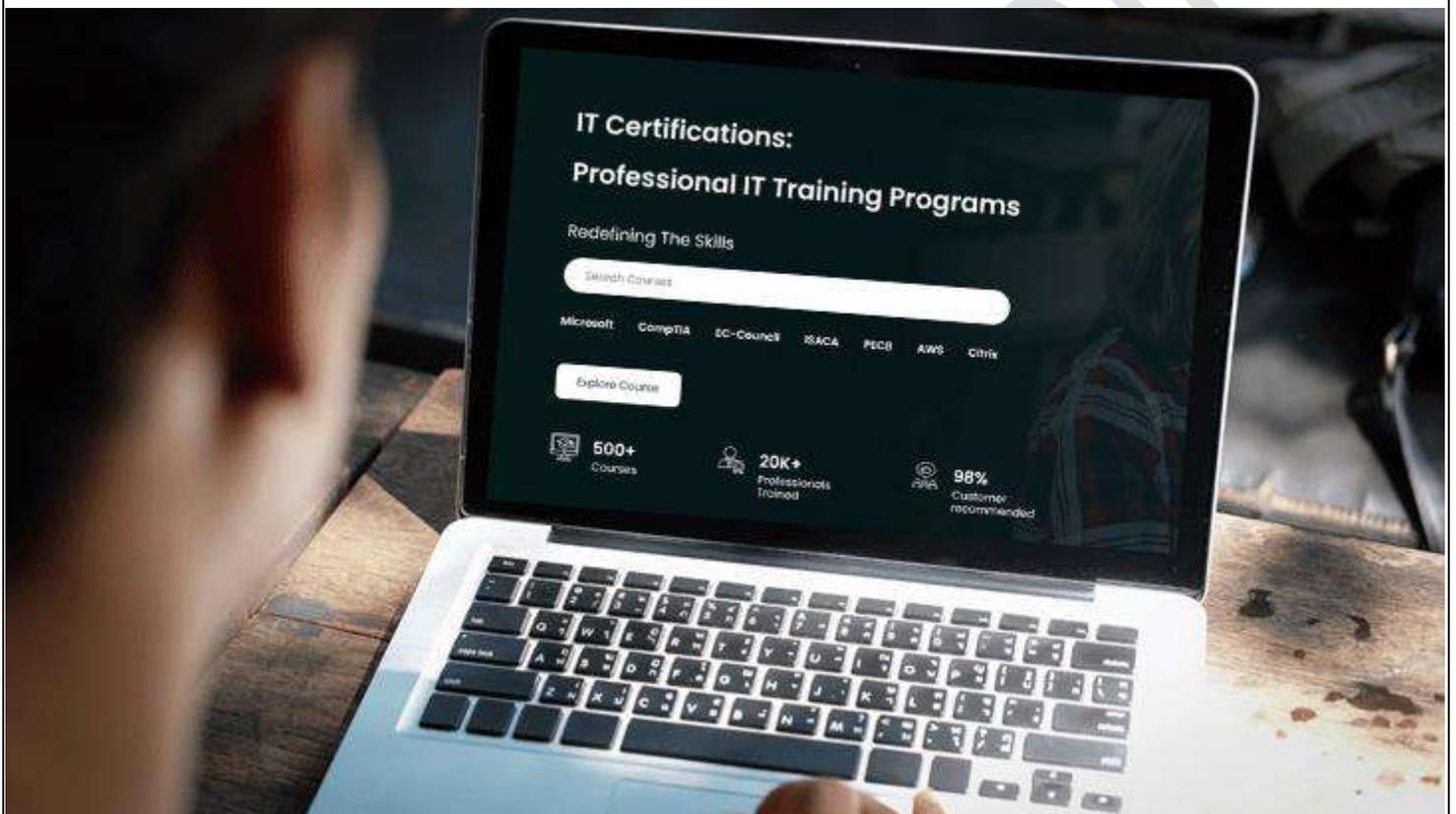
MS-080T00: EMPLOYEE EXPERIENCE PLATFORM SPECIALIST TRAINING

Duration: 1 Day

Course Description

This course will teach you how to organize people to create a positive employee experience that will boost productivity, foster empathic leadership, and change how people feel about their jobs.

The Microsoft Viva employee experience platform provides the foundation on which to establish the trust, cooperation, well-being, and active listening culture you seek. Microsoft Viva, Microsoft 365, Teams, and SharePoint will all be covered in detail for Microsoft Employee Experience Platform Specialists in this training course.

It will explain how to assess what your company needs to improve its employee onboarding, training, development opportunities, rewards, health and wellness programmes, and retention efforts.

It will also go through how to engage with the adoption and change management, human resources, IT, and learning and organisational development departments while designing solutions to suit these requirements.

On the basis of data-driven insights and feedback, it will also explore how to continually improve employee experiences.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

- Business Analyst
- Business Owner
- Business User

What you will learn

- Design digital employee experiences
- Introduction to the Microsoft Viva suite
- Introduction to Viva Connections
- Plan for Viva Connections
- Design skilling and growth experiences with Viva Learning
- Guided Project - Create a featured set of content in Viva Learning
- Design productivity and well-being experiences with Viva Insights
- Introduction to Viva Topics
- Plan roles, automation, and training for Viva Topics
- Role of an OKR Champion
- Learn OKR essentials with Viva Goals

Prerequisites

Required

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

Recommended

- 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.

Curriculum

Module 1: Design digital employee experiences

- Evaluate existing systems and identify requirements
- Identify stakeholders and users
- Recommend employee experience solutions and strategies

Module 2: Introduction to the Microsoft Viva suite

- Describe the four experience areas of Connection, Growth, Purpose, and Insights supported by Viva
- Explain what Microsoft Viva apps are
- Identify resources needed to set up each Viva app
- Create an adoption plan to use Viva to solve business scenarios for the four-employee experience areas of Connection, Insight, Purpose, and Growth

Module 3: Introduction to Viva Connections

- Describe the main features of Viva Connections
- List technical requirements/prerequisites for Viva Connections implementation
- Explain the differences between desktop and mobile experiences
- Identify 2-3 business use cases for Viva Connections

Module 4: Plan for Viva Connections

- Identify key stakeholders for the deployment of Viva Connections
- Align and prioritize scenarios for Viva Connections
- Plan and design for the Dashboard, the Feed, and Resources by scenarios and audiences
- Consider how your organization will scale adoption

Module 5: Design skilling and growth experiences with Viva Learning

- Assess your organization's existing learning experiences
- Plan and strategize for Viva Learning
- Coordinate the implementation of Viva Learning
- Recommend an adoption strategy for Viva Learning

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

- Manage permissions and content sources for Viva Learning
- Manage SharePoint as a content source
- Build a new featured set of content in Viva Learning

- Lab: Add Knowledge Administrator and Knowledge Manager
- Lab: Configure learning content sources
- Lab: Add SharePoint as a content source
- Lab: Manage learning content in SharePoint
- Lab: Create featured content set

Module 7: Design productivity and well-being experiences with Viva Insights

- Identify core team and business stakeholders
- Assess existing employee productivity and well-being solutions
- Define goals and target scenarios
- Coordinate setup and configuration of Viva Insights
- Understand best practices for communication and adoption planning

Module 8: Introduction to Viva Topics

- Describe how AI interacts with Viva Topics
- Identify the administrator scenarios for Viva Topics
- Optimize your SharePoint environment to take advantage of Viva Topics
- Sign up for a trial of Viva Topics
- Create a Topic center & assign licenses
- Change the name of the Topic center

Module 9: Plan roles, automation, and training for Viva Topics

- Describe the different Viva Topics roles
- Identify scenarios you can automate
- List the skills your users need to get the most out of Viva Topics

Module 10: Role of an OKR Champion

- Define the role of an OKR Champion
- Name and describe the four key responsibilities of an OKR Champion
- Identify three strategies for effective communication
- Identify the three timeframes for sending out resources and where to find these resources

Module 11: Learn OKR essentials with Viva Goals

- Define the key components of an OKR and articulate how they fit together in the OKR framework
- Identify the five OKR Superpowers and how to leverage them
- Explain best practices for getting started with OKRs and Viva Goals, including key phases of change management

For any query Contact Us – Microtek Learning