



MICROSOFT TRAINING

Microsoft Viva Training Course

Master Microsoft Viva to boost employee experience, engagement, and productivity across your organization.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This Microsoft Viva Training Course is expertly designed to introduce participants to Microsoft's integrated Employee Experience Platform (EXP), seamlessly woven into Microsoft 365 and Microsoft Teams. You will discover how Viva transforms the modern workplace by fostering a culture of connection, insight, purpose, and growth. The course covers core Viva modules such as Viva Connections for internal communications, Viva Topics for knowledge discovery, Viva Learning for skill development, Viva Insights for well-being and productivity, and Viva Goals for strategic alignment. Participants will gain a comprehensive understanding of how to leverage these powerful tools to enhance employee engagement, streamline communication, and boost overall organizational effectiveness. This program equips IT professionals, HR specialists, communication managers, and team leads with the practical knowledge to maximize Viva's potential, creating a more cohesive, productive, and supportive work environment. You'll learn to navigate and utilize Viva's various features to foster a more engaging and empowering digital workplace, directly contributing to employee satisfaction and business success. By the end of this course, you will be proficient in demonstrating how Viva can be a cornerstone for driving a positive and productive employee journey within any organization.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Viva

- What is Microsoft Viva and its core mission?
- Understanding the Employee Experience Platform (EXP) concept
- Key pillars of Microsoft Viva: Connection, Insight, Purpose, Growth
- Navigating Viva within Microsoft Teams and Microsoft 365

02 Module 2: Enhancing Connection with Viva Connections and Engage

- Setting up and customizing Viva Connections dashboard and resources
- Creating and sharing company news, announcements, and relevant content
- Introduction to Viva Engage (formerly Yammer) for community building
- Best practices for driving employee engagement through communication

03 Module 3: Knowledge Sharing and Learning with Viva Topics and Learning

- Discovering and utilizing Viva Topics for knowledge discovery and expertise finding
- Integrating Viva Learning with various content sources (LinkedIn Learning, SharePoint, etc.)
- Curating and assigning personalized learning paths for skill development
- Tracking learning progress and promoting continuous education

04 Module 4: Insights, Well-being, and Alignment with Viva Insights and Goals

- Leveraging personal productivity insights and well-being recommendations from Viva Insights
- Understanding team and organizational insights (overview and privacy considerations)
- Introduction to Viva Goals for setting and aligning Objectives and Key Results (OKRs)
- Promoting a culture of well-being and data-driven decision-making with Viva

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Manager**
- > **Internal Communications Specialist**
- > **HR Technology Administrator**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering Microsoft Viva impact an organization's overall employee engagement and productivity?

This course demonstrates how Microsoft Viva directly enhances employee engagement by streamlining internal communications through Viva Connections, fostering knowledge sharing with Viva Topics, personalizing learning paths via Viva Learning, and promoting well-being with Viva Insights. Increased engagement leads to higher productivity as employees feel more connected, informed, and supported, ultimately contributing to a more cohesive and efficient work environment.

Q: What prior experience or technical knowledge is recommended for participants taking this Microsoft Viva Training Course?

While there are no strict technical prerequisites, participants will benefit most from this course if they have a basic working familiarity with Microsoft 365 applications, particularly Microsoft Teams. As Viva is deeply integrated into these platforms, prior experience navigating Teams, using SharePoint, and understanding general Microsoft 365 functionalities will help you grasp the concepts more quickly and apply them effectively.

Q: Does this training focus on the administrative setup and configuration of Microsoft Viva modules, or is it geared towards end-user and power-user capabilities?

This 2-hour Microsoft Viva Training Course is primarily designed to provide end-users and power-users with a comprehensive understanding of how to leverage Viva's various modules for daily work, communication, learning, and well-being. While it will touch upon the *value* of certain configurations, it does not delve into the deep administrative setup, tenant-level configurations, or technical backend management of the Viva suite. The focus is on practical application and maximizing the platform's benefits from an employee experience perspective.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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