



Microsoft Viva Insights

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Promote customer wellbeing and productivity

Agenda

Microsoft Viva Suite

Microsoft Viva Insights

Product offerings

Customer Privacy

Get started

81%
of leaders are
changing their
workplace policies
to offer greater
flexibility

[Microsoft and LinkedIn share latest data and innovation for hybrid work - The Official Microsoft Blog](#)



Microsoft Viva

The Microsoft Viva suite: One plan for an integrated Employee Experience Platform (EXP)

Microsoft Viva is now generally available to help transform your hybrid work experience



Microsoft Viva Topics

People and expertise



Microsoft Viva Insights

Productivity and wellbeing



Microsoft Viva Connections

Culture and communications



Microsoft Viva Learning

Skilling and growth

Microsoft Viva Insights

Profile Header

Profile Information

Profile details including name, location, and bio.



Additional profile information and social media links.

Activity or recent posts section.

Additional profile details and statistics.

Text content for the main profile section.



Text content associated with the thumbnail image.

Text content for the right-hand side of the profile.

Viva Insights: Productivity and wellbeing

Viva Insights helps improve **productivity and wellbeing** through data-driven, privacy-protected insights and recommendations.

What's more, Viva Insights with expanded capabilities helps **managers and team leads** navigate hybrid work and to help everyone in an organization run more effective meetings.

Microsoft's WorkTrend Index found between February 2020 and February 2021

Hybrid work heightens the importance of meetings, with fewer 'hallway chats' and other informal collaboration

Time spent in Microsoft Teams meetings increased **250%**

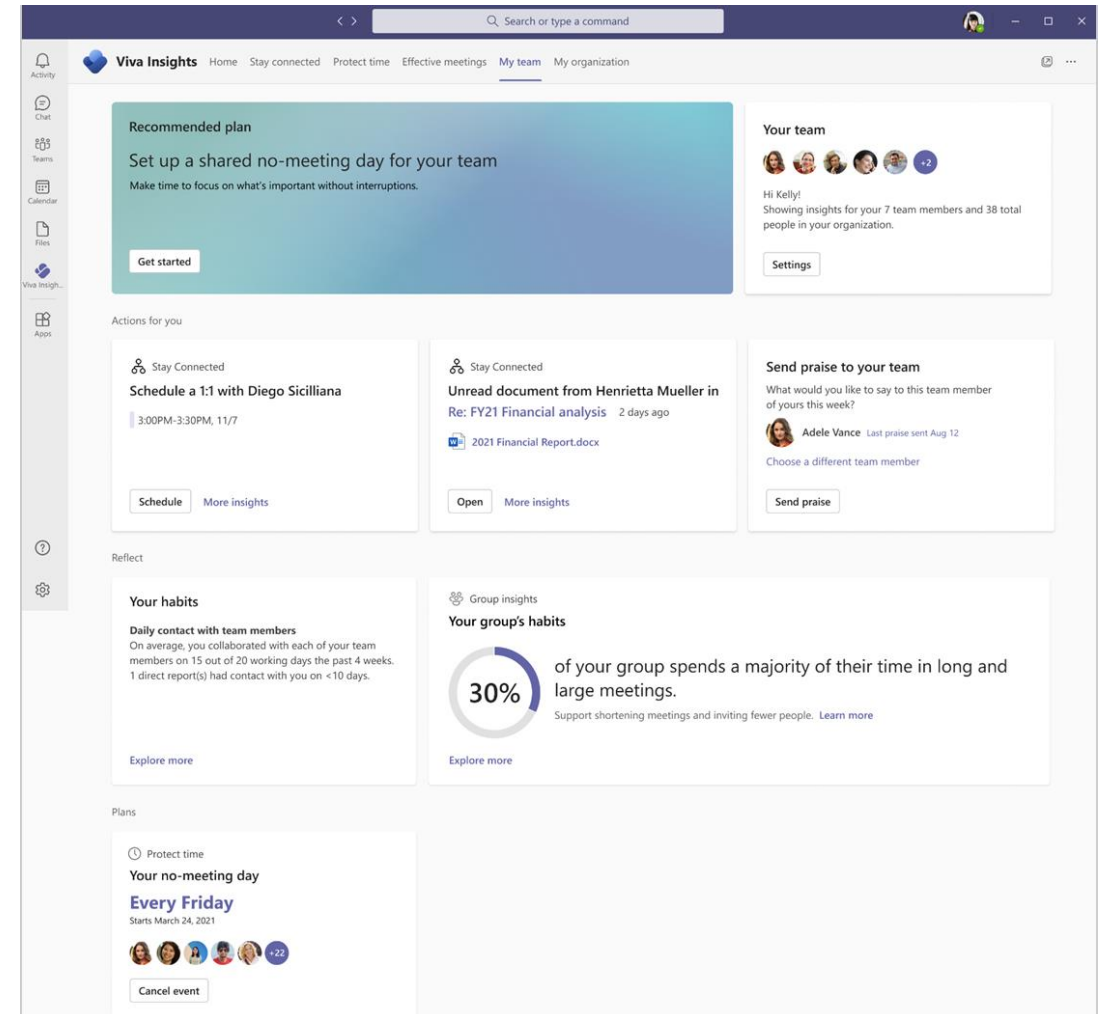
Average meeting length increased by **10 minutes**

Manager Insights

Manager Insights

New manager insights and tools will help managers and team leads **through actionable recommendations.**

- stay connected with team members
- track outstanding tasks
- explore personal habits that impact team culture
- recognize accomplishments
- foster team norms such as no-meeting days



The screenshot displays the Viva Insights dashboard interface. At the top, there is a search bar and navigation tabs for Home, Stay connected, Protect time, Effective meetings, My team, and My organization. The main content area is divided into several sections:

- Recommended plan:** A prominent blue box with the text "Set up a shared no-meeting day for your team" and a "Get started" button.
- Your team:** A section showing team members and a "Settings" button.
- Actions for you:** A grid of three cards:
 - Stay Connected:** "Schedule a 1:1 with Diego Sicilliana" at 3:00PM-3:30PM, 11/7, with a "Schedule" button.
 - Stay Connected:** "Unread document from Henrietta Mueller in Re: FY21 Financial analysis" (2 days ago), with a "2021 Financial Report.docx" attachment and an "Open" button.
 - Send praise to your team:** A card for Adele Vance with a "Send praise" button.
- Reflect:** Two cards:
 - Your habits:** "Daily contact with team members" with an "Explore more" link.
 - Group insights:** "Your group's habits" showing a 30% metric and an "Explore more" link.
- Plans:** A card for "Protect time" titled "Your no-meeting day Every Friday" starting March 24, 2021, with a "Cancel event" button.

Manager effectiveness

A new effective meetings experience in the Viva Insights app for Teams will help meeting organizers get personalized insights and suggestions to improve their meeting habits.

Users will also be able to create and share meeting plans to set team meeting norms such as shorter meetings by default and always including Teams links.

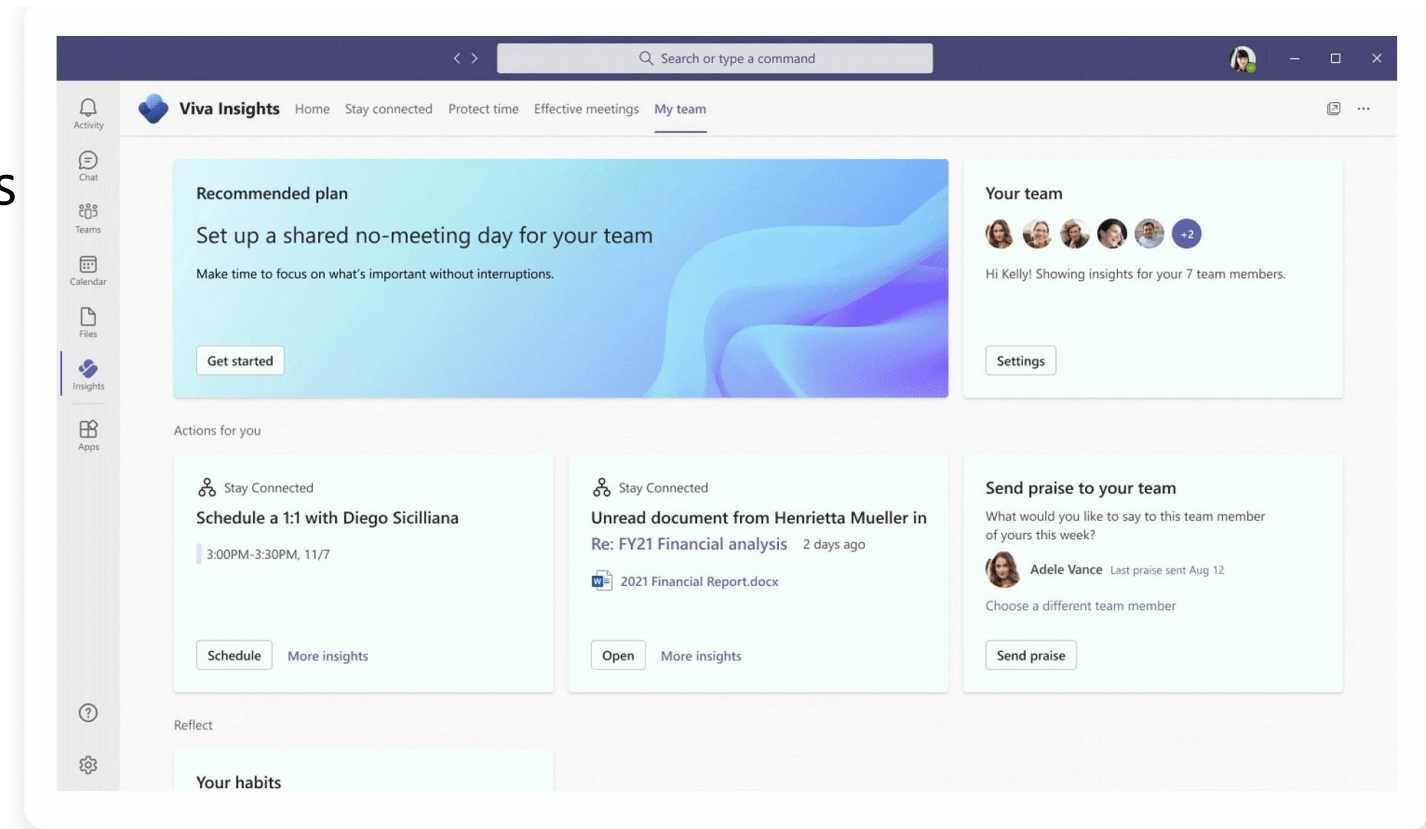


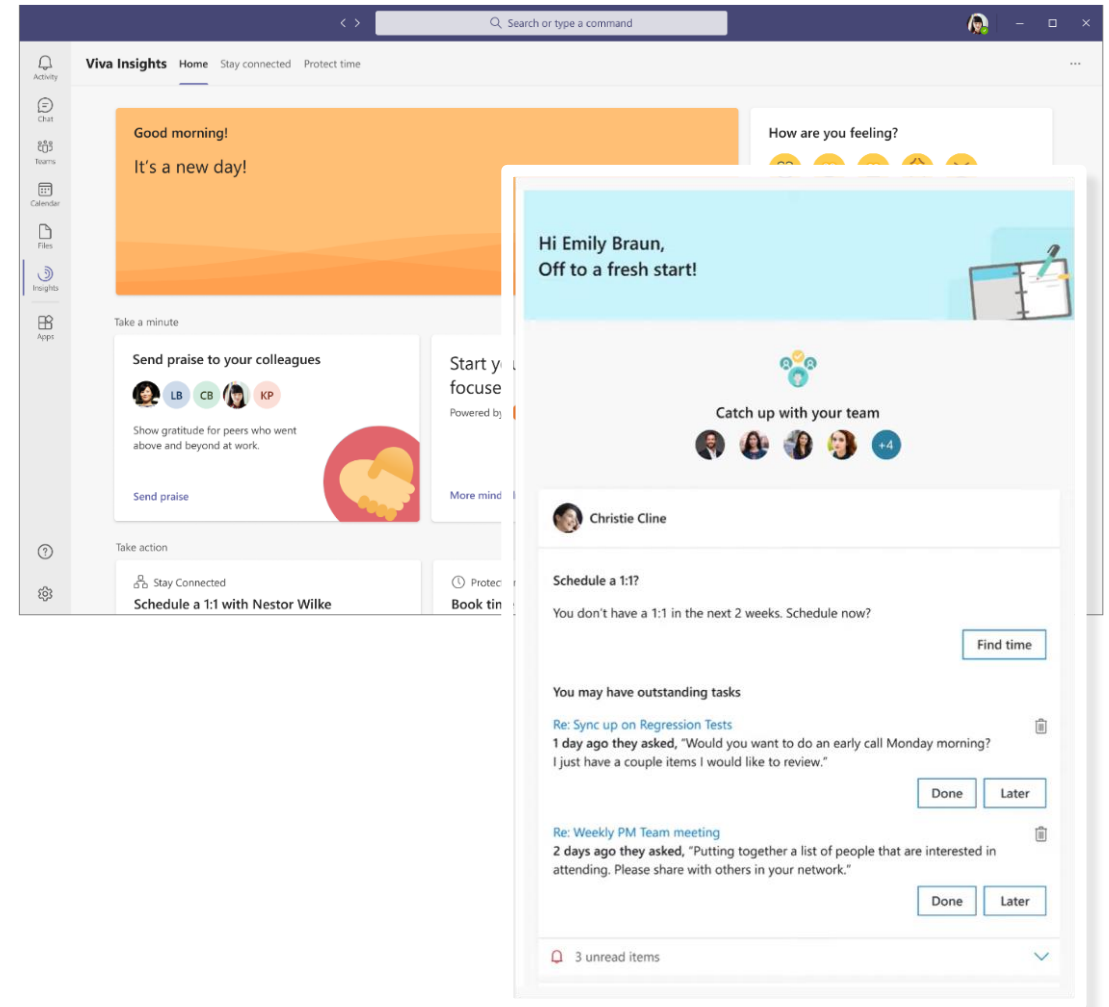
Figure: Empower managers to define no-meeting days for their teams.

Personal Insights

Personal Insights

- Using insights to improve mental health and emotional **wellbeing & productivity**
 - Surfaces include Viva Insights Teams app, Daily Briefing, Monthly Digests, Dashboard and Viva Insights Outlook Add-in
 - Viva Insights features include staying connected with colleagues, booking focus time, monitoring moods, and holding effective meetings etc

These capabilities are based on Microsoft research and designed to help employees feel more in control of their work to better manage their mental health.



Mindfulness and meditation

Guided meditations from Headspace provides guided meditations and mindfulness exercises to help employees disconnect and recharge on their breaks.

The screenshot displays the Viva Insights app interface. At the top, there is a search bar and navigation options like 'Home', 'Stay connected', and 'Protect time'. Below this, a 'Practice mindfulness' section is visible, featuring a grid of guided meditations:

- Body scan**: Bring mind and body together with this classic meditation technique. (3 MIN)
- Focus**: Bring out the innate focus within you through a quick mindfulness exercise. (3 MIN)
- Listening to others**: Connect better with others by being present and truly listening to what someone is saying. (5 MIN)
- Ending your day**: Disengage from the work day and find space to be present. (10 MIN)

To the right of these cards is a 'Learn more' link and a card titled 'Be kind to your mind' with the text: 'Discover how meditation and mindfulness with Headspace can help you be healthier and happier.' Below this is another 'Learn more' link.

Below the grid is a large featured banner for the 'Body scan' meditation. It includes the text: 'Start your day grounded and focused', 'Powered by headspace', and 'More mindfulness exercises'. The banner features a play button icon and a '3 MIN' duration tag.

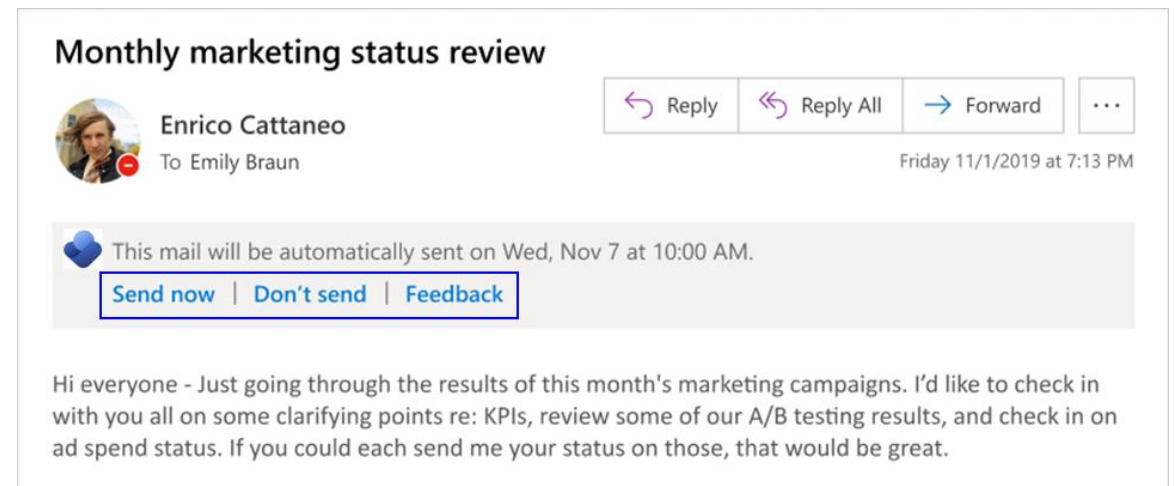
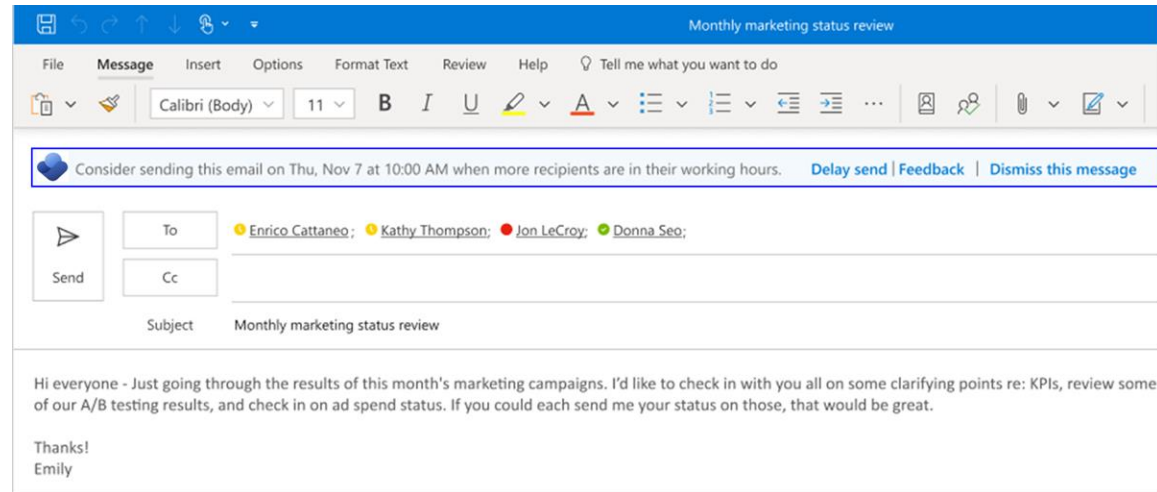
At the bottom of the screen, there are two more meditation cards:

- Lo-Fi times**: A smooth mix of laid-back beats and warm tones designed to help boost your focus. (1.5 HRS)
- Zoom out**: Retro-futuristic sounds to energize your focus. (1.5 HRS)

Delay send nudges

Protect source of personal afterhours, help people be mindful of hybrid work hours, and build work-life balance culture

Get reminders to delay emails delivery that align with the recipients' work hours in their respective time zones.



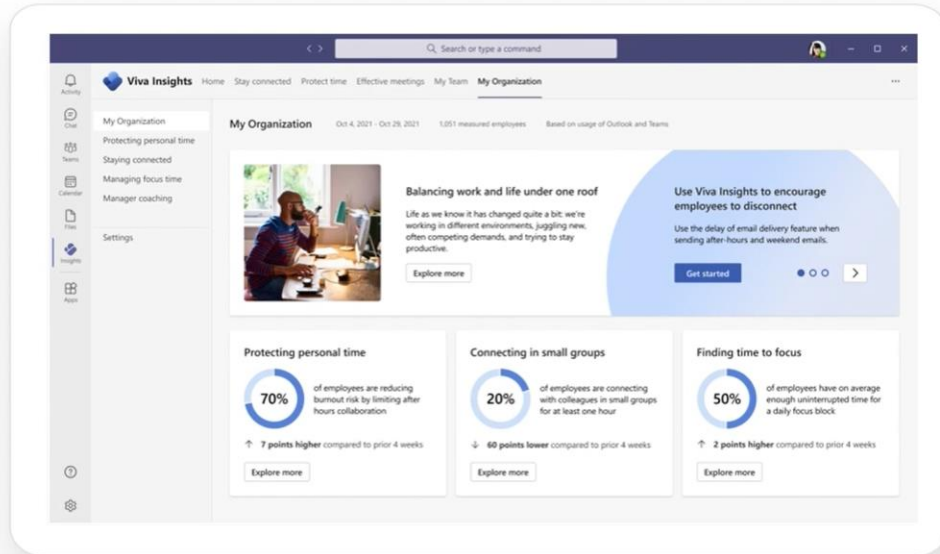
Leader Insights

Leader Insights

- Tailed to C-level executives and senior leaders

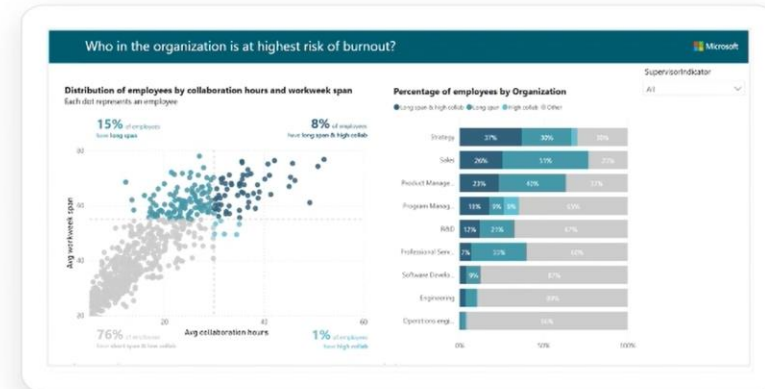
In the flow of work

- Understand what's happening across your business with at-a-glance insights
- Examine differences between geographies and functions



Via in-depth analysis

- Dive deeper into insights with ready-to-use Power BI reports
- Quantify the impact of change through custom operational dashboards



Key partner



Analyst

Custom analysis and operational dashboards based on business scenarios

Built in privacy controls

Providing this beneficial knowledge to employees does require the use of employees' personal data, but information on an individual's activities and moods is **only available to that person**.

For the manager insights and leader insights features, information is aggregated, and **all personally identifiable information is removed**.

Microsoft carefully considered the privacy of its employees when making Viva Insights available, and continues to think deeply about privacy as new features are developed and implemented.

Get Started

- Explore Viva Insights resources

Learn more about personal, manager, and leader insights @ aka.ms/VivaInsights

Keep up with the latest news and announcement @ aka.ms/VivaBlog

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Thank you!