



## Viva Learning Manager and Learner

Here are a few examples of Viva Learning scenarios that managers and learners find most helpful.

Jocelyn manages a marketing team at Contoso Brands. Rafael is a marketing analyst on Jocelyn's team.

### Manager



#### Team onboarding

A new employee is joining Jocelyn's team, so she **add a Viva Learning tab** called "Onboarding" to her team's Microsoft Teams channel.

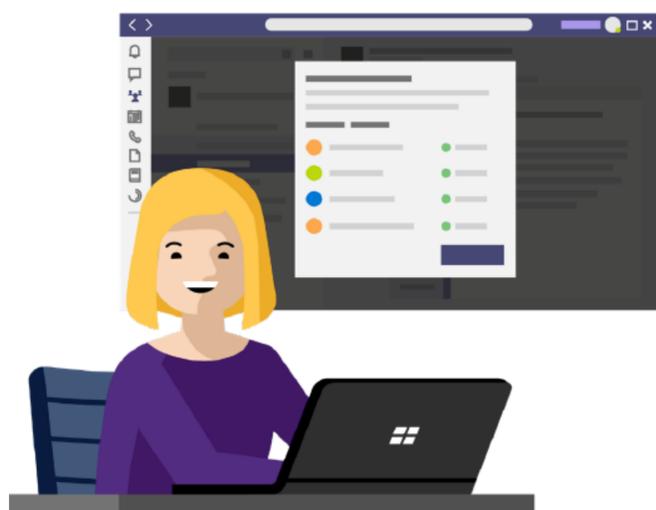
She adds relevant courses to the tab so Jocelyn's team members will be able to see these courses when they navigate to the tab.



#### Recommend courses

The VP shares the importance of web presence for their company's brands. Afterwards, Jocelyn **searches** Viva Learning for "SEO optimisation".

She finds two courses and **recommends** them to her team members.



#### Track team learning

A few weeks later, Jocelyn **checks the status** of the two recommended courses and sees several team members have completed both courses. Awesome! Jocelyn pings them to give praise.



#### Recommend courses

One of Jocelyn's team members just gave a Diverse and Inclusive Marketing presentation. Jocelyn encourages her to add it to the organisation's **Viva Learning SharePoint folder** so others can view it as learning content.





# Learner



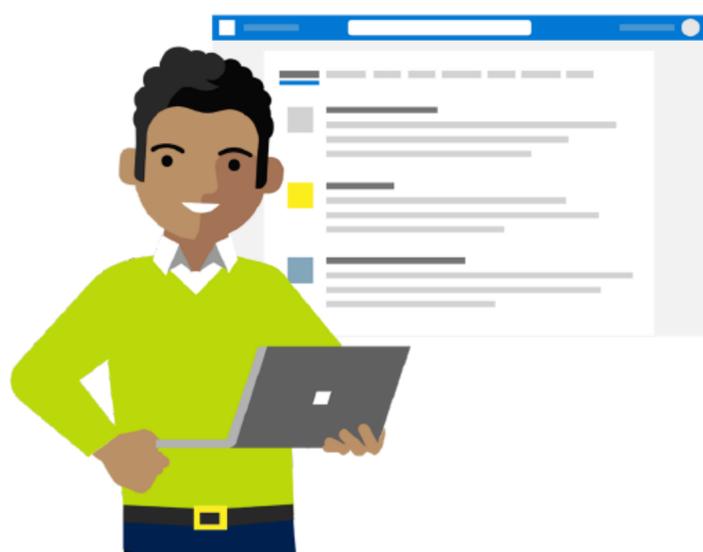
## Get notified

Rafael gets a **Teams notification** that his manager **recommended** a course to him. The notification takes Rafael right to the SEO optimisation course, which he starts watching in the Teams app.



## Social learning

Rafael's coworker mentions that she could use a refresher on SEO queries. Rafael recalls the SEO training he took last week and sends it to his coworker in a **Teams chat**.



## Learn throughout Microsoft 365

Rafael **searches "pitch deck" on Office.com** to find a deck from an upcoming event. A few LinkedIn Learning courses on sales pitch strategies show up alongside the deck. Rafael downloads the deck and **bookmarks** the courses in Viva Learning for later.



## Stay organised

Rafael navigates to the **My Learning** view in Viva Learning. He sees that he has a **learning assignment** from his organisation due tomorrow. Rafael clicks into the course and gets started.

## Get started with Viva Learning

We are Microsoft Partners and have a great deal of experience in supporting organisations make the most of their technology. Our approach is to focus on the people side of digital transformation, with the goal of making work easier through new ways of working. We have experience in the Microsoft PowerPlatform and have built solutions with and for some of the world's most recognisable brands.

Contact [james.mitcam@changingsocial.co.uk](mailto:james.mitcam@changingsocial.co.uk) to get started with their employee experience journey.

