

KOENIG SOLUTIONS • COURSE OUTLINE

# Microsoft Viva

Learn to configure, roll out and manage Microsoft Viva Topics, Insights and Sales across an organisation.

**6**

MODULES

**28**

TOPICS

## COURSE OVERVIEW

This course covers Microsoft Viva Topics, beginning with how AI powers topic discovery and how administrators configure a trial, create a Topic Center and assign licenses. It then addresses planning roles, automation opportunities and training for a Viva Topics rollout, followed by preparing an adoption and environment readiness strategy. Knowledge content management is covered through the Topic Center, topic lifecycle, and creating and editing topics. The course closes with an introduction to Viva Insights roles and setup, and to Viva Sales, including enabling it in Outlook and Teams and using meeting summaries.

## WHO THIS COURSE IS FOR

Viva Administrators

Knowledge Managers

IT Administrators

Microsoft 365 Administrators

Sales Teams

## LEARNING OBJECTIVES

- Explain how AI interacts with Viva Topics
- Configure a Viva Topics trial and Topic Center
- Identify roles and automation opportunities for Viva Topics
- Plan a Viva Topics adoption and rollout strategy
- Manage knowledge content through the topic lifecycle
- Create and edit topics in Viva Topics
- Configure Viva Insights roles and setup
- Enable Viva Sales in Outlook and Teams

## 6 Modules, 28 Topics

01

### Introduction to Viva Topics

#### TOPICS

Introduction · How AI Interacts with Viva Topics · How to use Viva Topics for administrators · Sign up and Configure a Viva Topics trial · Create a Topic center & assign licenses · Change the name of the Topic Center

02

### Plan Roles, Automation, and Training for Viva Topics

#### TOPICS

- Introduction
- Review the Roles available in Viva Topics
- Identify opportunities to use Viva Topics to automate standard tasks
- Review the skills needed to deploy, manage and use Viva Topics
- Train Employees to use Viva Topics

03

### Prepare Your Viva Topics Rollout Strategy

#### TOPICS

Introduction · Plan your Viva Topics adoption · Get your environment ready for Viva Topics

04

### Introduction Manage Knowledge Content in Viva Topics

#### TOPICS

- |                                                   |                                                |
|---------------------------------------------------|------------------------------------------------|
| ■ Introduction                                    | ■ Manage content through the topics lifestyle  |
| ■ Overview of the Topic Center in Viva            | ■ Review what users can see in the Viva Topics |
| ■ Review the knowledge management roles and tasks | ■ Create a new topic for Viva Topics           |
|                                                   | ■ Edit a topic in Viva Topics                  |

05

## Introduction to Viva Insights

### TOPICS

Introduction · Review the Roles available in Viva Insights · Set up Viva Insights

06

## Introduction to Viva Sales

### TOPICS

- Introduction To Viva Sales
- Enabling Viva Sales through Outlook
- Adding Viva Sales in Teams Application
- Understanding the Summary of Teams Meeting through Viva Sales

### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Hands-on exercises throughout the course
- Delivery by certified instructors and subject matter experts
- Course completion certificate from Koenig

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

## Learn the Way That Suits You

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Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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✉ [info@koenig-solutions.com](mailto:info@koenig-solutions.com)