

Transformando los procesos de tu negocio con
Microsoft 365

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OCP & SMC – SMB Caribbean



What is digital transformation?

Accelerate your digital transformation

Empower Employees

- Mobile experiences
- Self service
- Industry Collaboration
- Sending kudos
- Company glossary

Engage Customers

- Customer care
- Customer experience Transformation
- Digital marketing
- Service productivity
- Social engagement

Optimize Operations

- Workflow management
- Resource utilization
- Facility Management
- Better service delivery
- Actionable insights
- Supply Chain

Transform Products

- Task assignment
- Book a corporate asset
- Smart Knowledge sharing
- Company innovation
- Interview management
- Product delivery

Fluent and intelligent

People and team centric

Seamlessly integrated

Managed and secure



20%

of an average enterprise
knowledge worker's day is spent
tracking down information



28%

of an average enterprise
knowledge worker's day is spent
managing email



59%

of managers say they are missing important information, daily, due to information overload

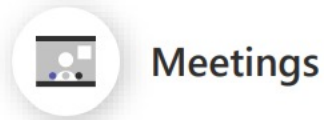


Microsoft Teams

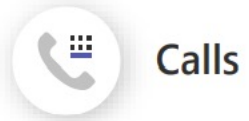
is the hub for teamwork in Microsoft 365



Chats



Meetings



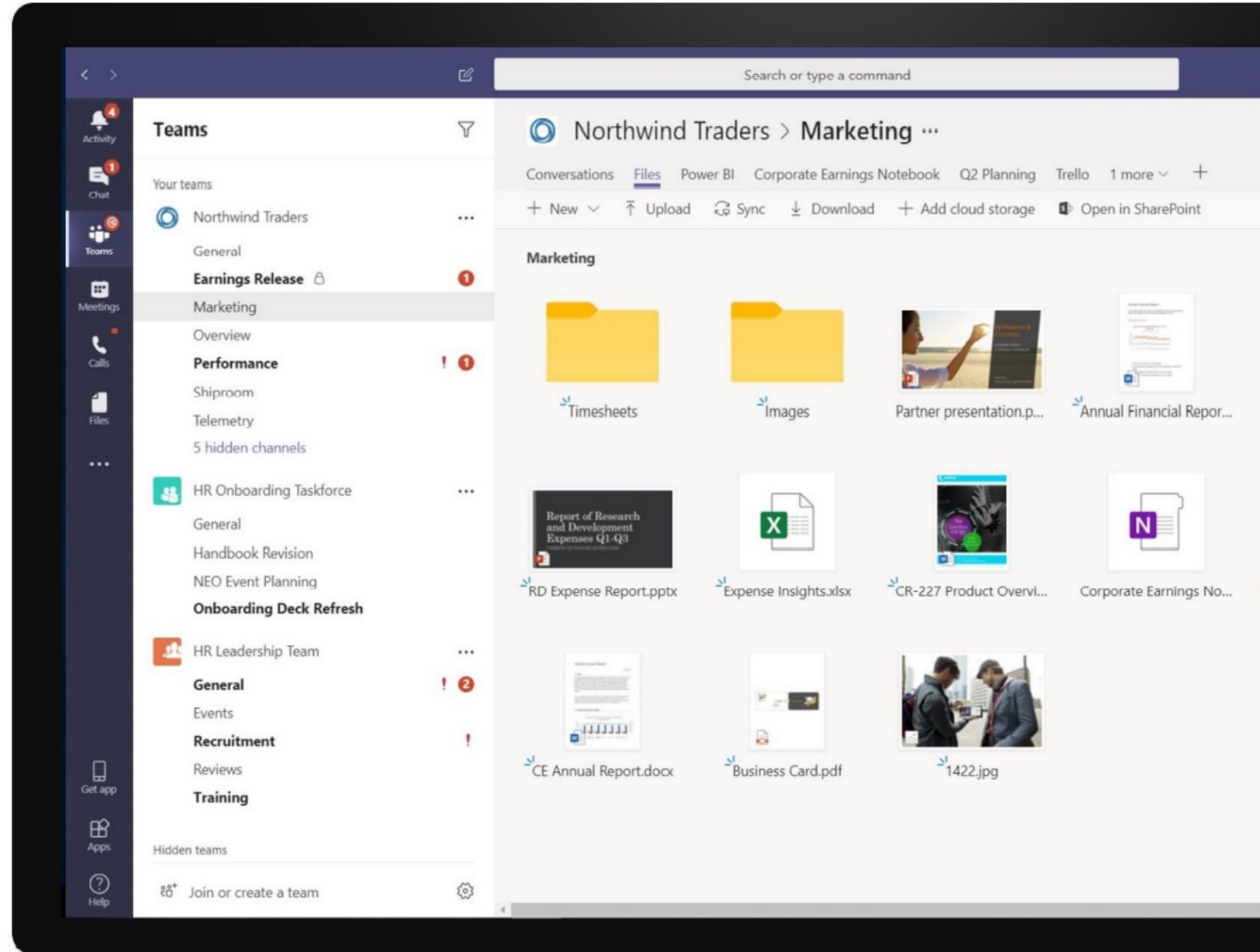
Calls



Office 365



Enterprise-grade security and compliance





Projects

Pull together
the project team

Schedule
check in meetings

Share
pertinent information

Collaborate
on documents

Assign
tasks & deadlines

Access
always up to date notes



PROCESS EXAMPLE:

Sales Cycle

- 1 Team drafts the bid
- 2 Sellers submit customer order
- 3 Create sales opportunity & model data
- 4 Submit proposal for approval
- 5 Meet/Call to close the deal

The screenshot shows the Microsoft Teams interface. The top navigation bar includes a search bar and a list of channels: Conversation, Files, Dynamics, Estimator Pro, Team Scorecard, and Parts and Pricing. The 'Files' channel is circled in red. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar (circled in red), Calls, and Files. The main area displays a calendar for August 2019 with various meetings scheduled.

Day	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
10 AM	James Team Meeting Conference Room - Adams Lidia Holloway	Weekly call with Subsidiary Leads Online Meeting Megan Bowen		Tailspin Project Discussion My Office Isaiah Langer	
11 AM					
12 PM				Weekly Marketing Lunch TBD Adele Vance	
1 PM	Weekly check-in with Engineers Engineering lab Megan Bowen	Tailspin Toys Proposal Review + Lunch Umi Sake House (2230 1st Ave, Seattle, WA 98121 US) Lidia Holloway		Project Tailspin Conference Room - Baker Lidia Holloway	Global Marketing Leads Weekly Sync Megan Bowen
2 PM					
3 PM		Project Tailspin Conference Room - Baker Lidia Holloway			
4 PM	Weekly call with French Subsidiary Online Meeting Megan Bowen				Friday Unwinder Cafeteria Megan Bowen
5 PM					



Improve employee wellbeing

Employees are facing blurred boundaries between work and home, potentially eliminating mental space between work and personal time.

Key considerations:

Create mechanisms that enable people to take breaks during their daily work.

Foster wellbeing and mindfulness.

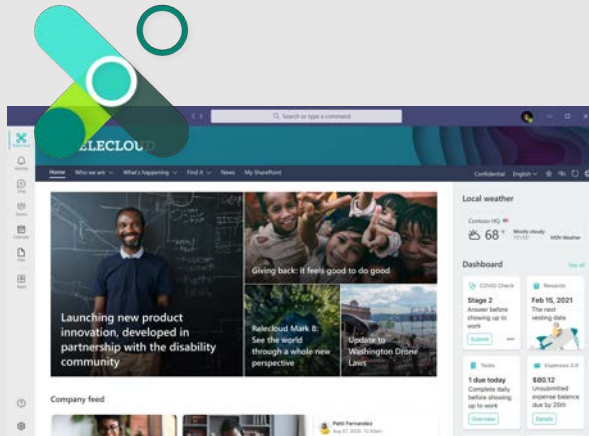
Boost employee engagement and satisfaction.



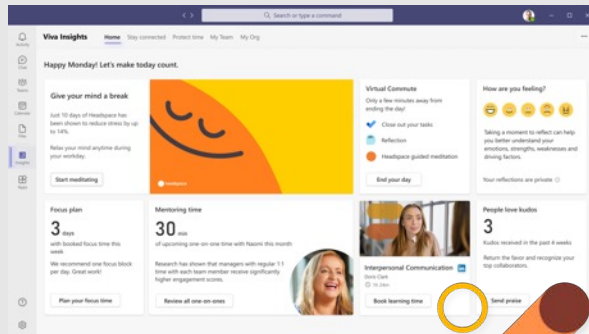
63% of employers who offer wellness programs reported increased financial sustainability and growth

Microsoft Viva

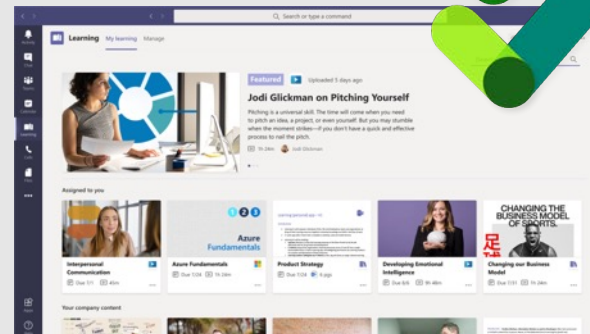
Empower people and teams to be their best



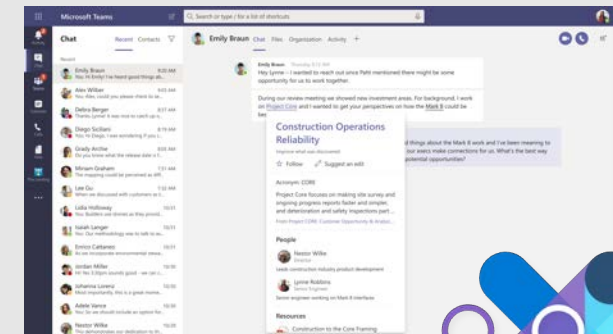
Connections
Culture and communications



Insights
Productivity and wellbeing



Learning
Skilling and growth



Topics
Knowledge and expertise



Happy Monday! Let's make today count.

Give your mind a break

Just 10 days of Headspace has been shown to **reduce stress by up to 14%**.

Relax your mind anytime during your workday.

Start meditating



Virtual Commute

Only a few minutes away from ending the day!

- Close out your tasks
- Reflection
- Headspace guided meditation

End your day

How are you feeling?



Taking a moment to reflect can help you better understand your emotions, strengths, weaknesses and driving factors.

Your reflections are private ⓘ

Focus plan

3 days

with booked focus time this week

We recommend one focus block per day. Great work!

Plan your focus time

Coaching time

30 min

of one-to-one time with your manager this month

Help your manager develop a coaching culture within your team by scheduling regular 1:1 time.

Find scheduling options



People love kudos

3

Kudos received in the past 4 weeks

Return the favor and recognize your top collaborators.

Send praise



Leading remote projects and virtual teams



🕒 29m

Book learning time





Viva Insights



Outcomes

Employee experience

Team effectiveness

Happy Monday! Let's make today count.

Prevent employee burnout

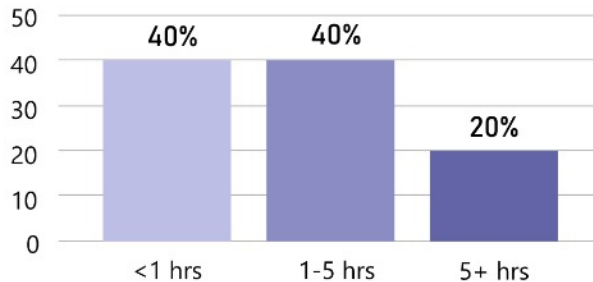
60%

of your team is working after hours for more than one hour each week

Consider starting a plan to help your team reduce after hours communication.

[View recommended plan](#)

% of employees



After-hours collaboration

Team engagement for January 2021

100%

Nice job!

You had at least 30 minutes of 1:1 time with all of your team members over the last 4 weeks.

[Plan upcoming 1:1s](#)

Quiet hours

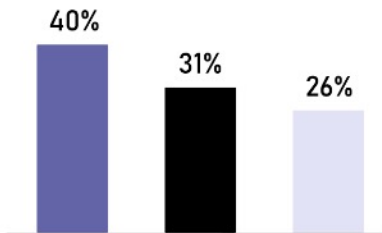
40%

of your team is responding to emails and instant messages after hours

Consider setting up delayed email delivery.

[Set up delayed email delivery](#)

Employees responding to emails and instant messages after hours



Your team Teams Your

Free up capacity

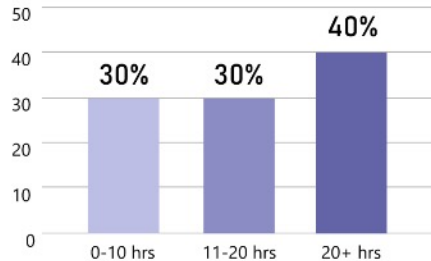
40%

of employees spend 20+ hours collaborating each week

Consider reducing default meeting time to free up capacity for your team

[Reduce default meeting time](#)

% employees



Collaboration hours



Launching new product innovation, developed in partnership with the disability community

Giving back: it feels good to do good

Relecloud Mark 8: See the world through a whole new perspective

Update to Washington Drone Laws

Local weather

Contoso HQ

68 °F Mostly cloudy
75°/55° MSN Weather

Dashboard

[See all](#)

COVID Check

Stage 2
Answer before showing up to work

[Submit](#) ...

Rewards

Jan 15, 2021
The next vesting date

Tasks

1 due today
Complete daily before showing up to work

[Overview](#)

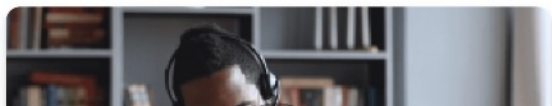
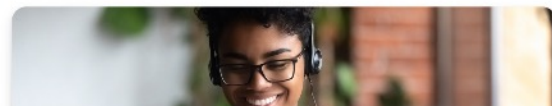
Expenses 2.0

\$80.12
Unsubmitted expense balance due by 25th

[Details](#)



Company feed



Patti Fernandez
Aug 27, 2020. 12:30pm

Viva Learning My learning Manage

- Activity
- Chat
- Teams
- Calendar
- Files
- Learning
- Apps
- ?
- Settings

Search catalog

Assigned to you



Leading Remote Projects and Virtual Teams
 Cyndi Snyder Dionisio
 2/12 | Course | 29m

819 views, 227 likes



Project SOAR Overview
 2/22 | Powerpoint

322 views, 114 likes



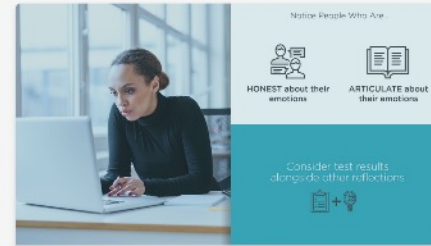
Classroom Collaboration
 2/25 | Powerpoint

284 views, 101 likes



Business Case for Diversity with Inclusion
 Betty Ng
 3/11 | Video | 3m

742 views, 81 likes



Self-assessing Your Emotional Intelligence
 Alan Ackmann
 3/31 | Video

624 views, 24 likes

Recommended



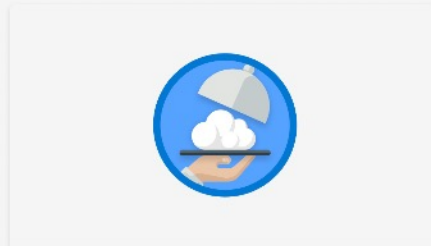
Vision for Project SOAR
 Video | 1h 24m

124 views, 12 likes



Intelligence by Design
 Pdf

708 views, 102 likes



Select a Cloud Deployment Model
 Module | 9m

556 views, 221 likes



Becoming a Resilient Person - The Science of Stress Management
 Course | 8w

891 views, 230 likes



Foundations of Mindfulness
 Dr. Elizabeth Slator
 Course | 16h

544 views, 108 likes

Skillsoft



Teams

Pinned

Marketing Northwind Traders

Your teams

Northwind Traders

General

Marketing

Overview

Performance

Shiproom

Telemetry

32 hidden channels

Tailspin Traders

Account Teams

General

Accounting

Finance

Fiscal Year Planning

Strategy

6 hidden channels



Marketing Posts Files Wiki



Charlotte de Crum 8:30 AM

Hey all, let's get all the designers together to make sure we are on the same page for the upcoming client pitch.

23 likes

4 replies from Maja, Franz, and Miguel

Reply



Krystal McKinney 9:18 AM

Weekly Update

In yesterday's meeting we looked at investment areas. When I worked on project SOAR for this client too. I'll find some examples for us to look at.



Kian Lambert 9:27 AM

Hey all, as the date for the big pitch nears, I wanted to express how appreciative put in for this. I know there have been some really late nights and weekends. So long history with them.

Reply

New conversation

PROJECT

SOAR

View details

Alternate names: Sustainable Ops and Renew...

Starting in CY 2021, Relecloud will focus on new verticals for our commercial drones. Project SOAR leads the way in sustain...

From SOAR Goals and Outcomes.docx

People (3)



Mona Kane Leads infrastructure engineering team



Miguel Garcia Project lead and owner of the roadmap

Suggested resources (10+)



EU Regulations: Farm to Fork Topic mentioned 10 times



Project SOAR Customer Presentation Topic mentioned in this file

Unlock your most powerful advantage: human potential

Building a best-in-class employee experience is critical to the evolution and success of your business.

When you invest in your employees, they will invest in you.



22%

Higher engagement for organizations with the most compelling workforce experiences

4x

A thriving company culture can increase revenue and employee retention up to 4x

12%

Increase in customer satisfaction when employees are highly engaged

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A typical customer's
life today is radically
different from
even a year ago



Technology must evolve to support new strategy



1.0 Mass communications

- Email marketing
- Ads to raise brand awareness



2.0 Campaigns

- Segment-driven campaigns
- Demand generation mindset

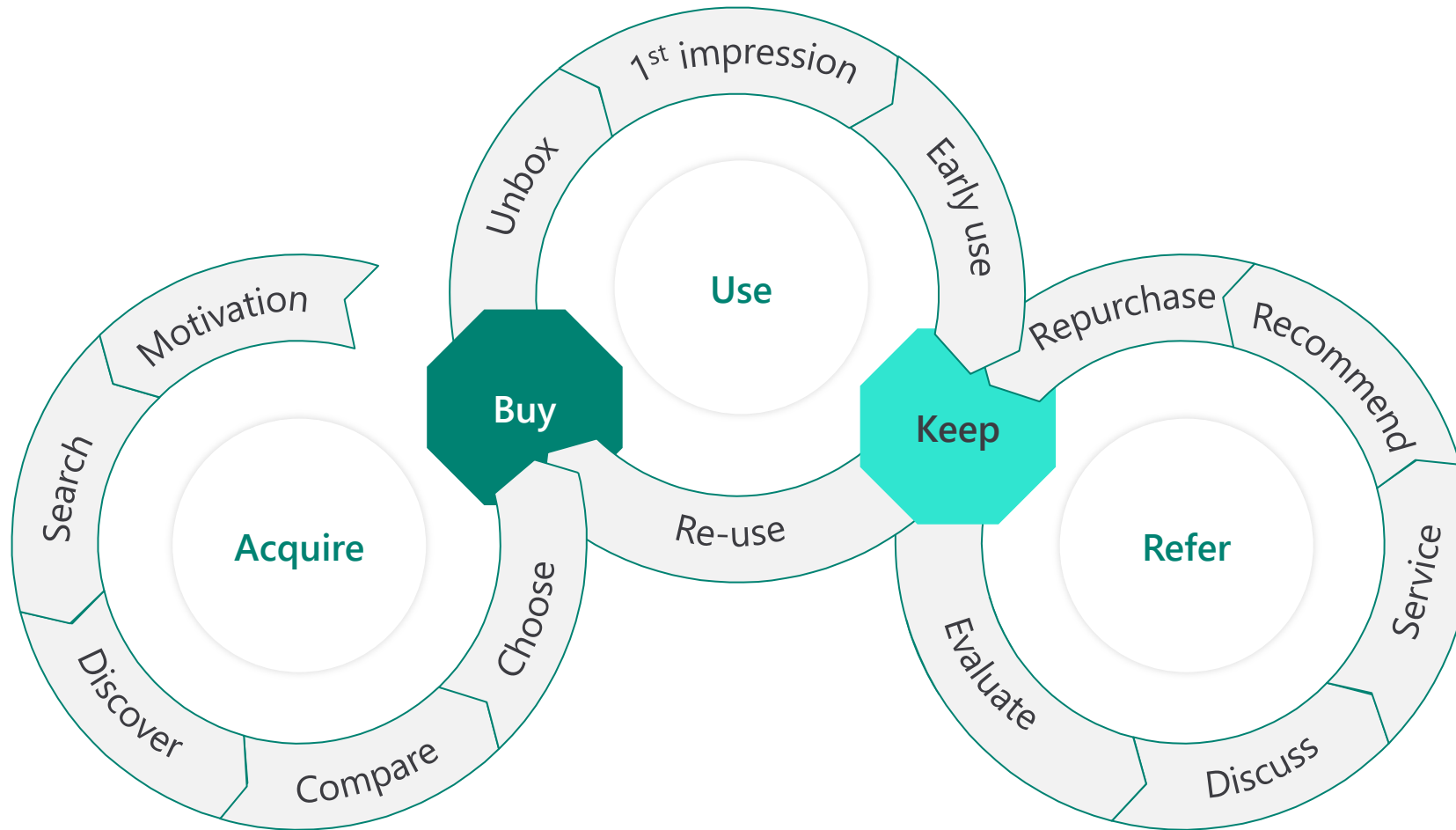


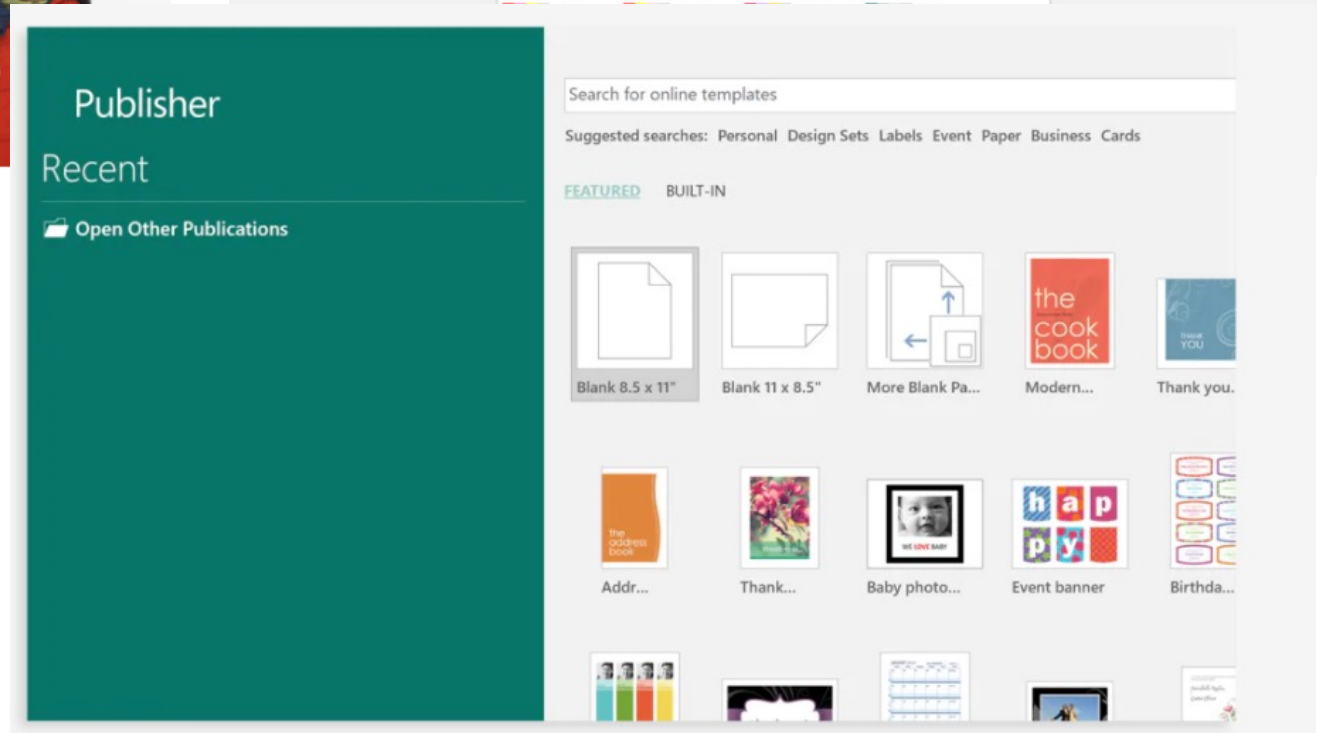
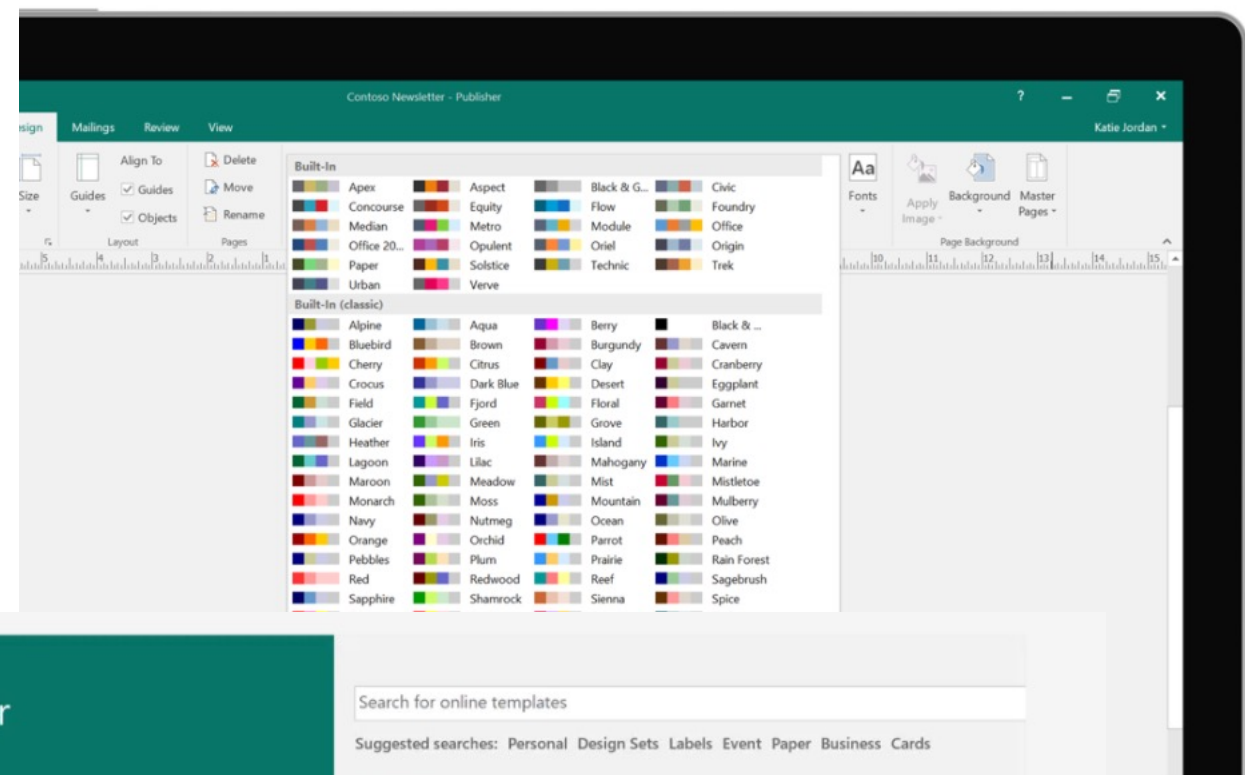
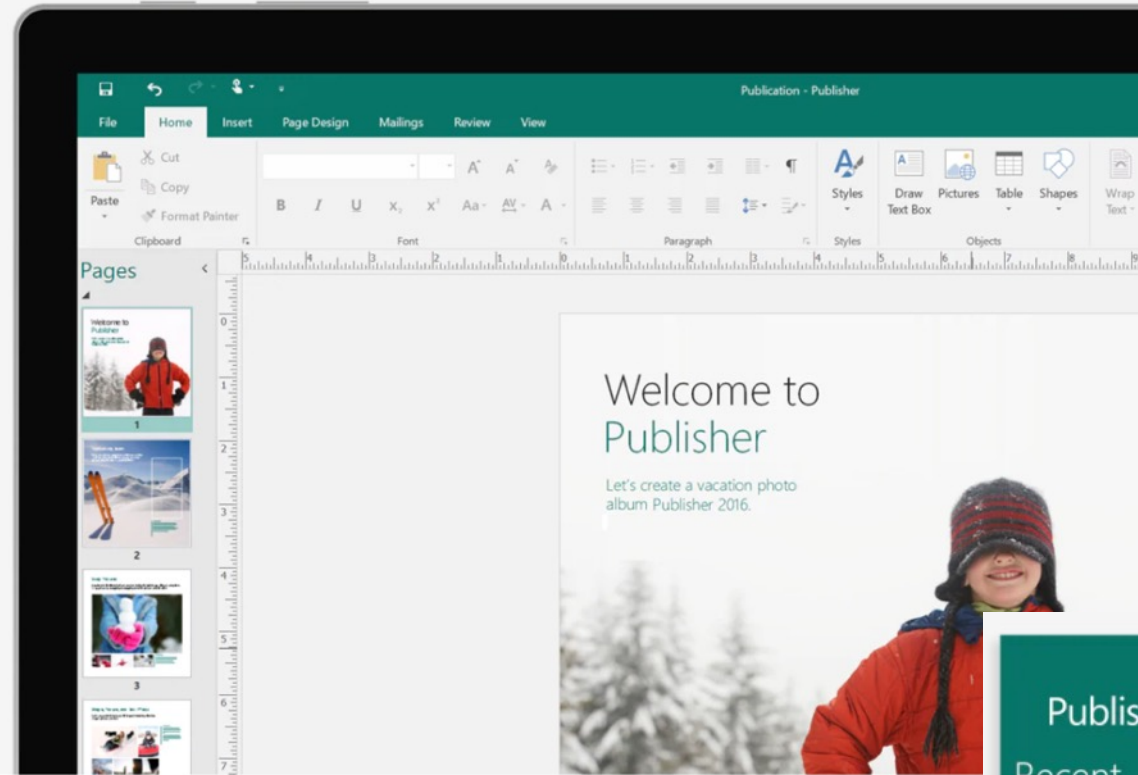
3.0 Customer experiences

- Real-time, event-based journeys
- End-to-end experiences

Customer journeys are not linear

A typical customer journey





OneNote

Search

Suggested to see added? [Send feedback](#)

OneDrive Notebooks

OneNote Notebooks > Timothy's Notebook > Biology 202

Facebook

Bing

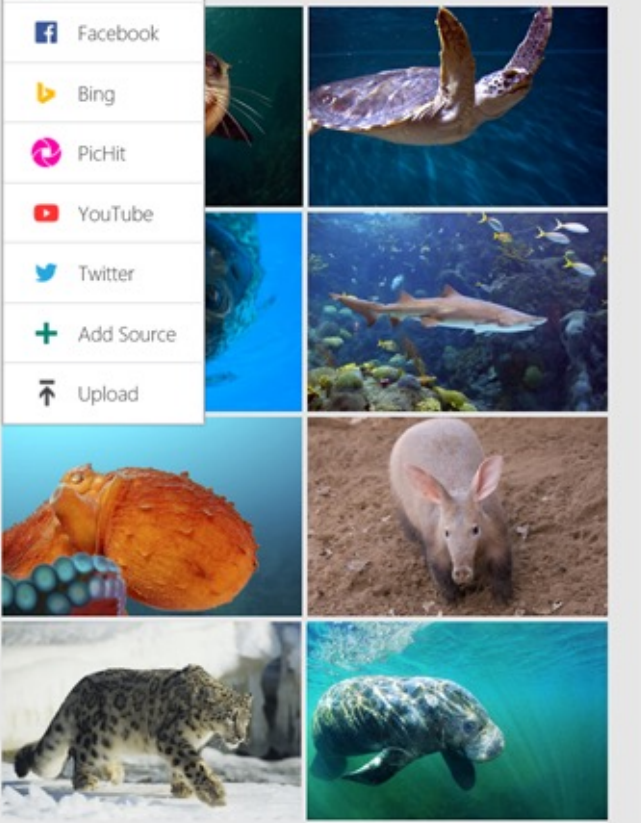
PicHit

YouTube

Twitter

+ Add Source

↑ Upload



Section

Heading

Baleen Whale



Picture



Caption

Text

Blue whale

Size: 82 to 105 feet long, up to 200 tons

Life span: 80 to 90 years

Habitat: Found throughout the world's oceans, usually summering in Arctic or Antarctic regions and spending the winter in temperate or tropical waters

Picture



Caption

Text

Baleen whales live in all the earth's oceans, but they still undertake lengthy migrations tied to their feeding and mating cycles. They usually spend their summers feeding in the cold, food-rich waters of the Arctic and Antarctic and then travel thousands of miles to warmer waters to mate and give birth.

Their calves are born with relatively little blubber and would not survive in the cold water.

The whales often do not eat on these months long journeys, surviving on fat reserves built up during the summer.

Baleen whales, those that use baleen plates to filter their prey from the water, include the right whale, the gray whale, the humpback whale and the massive blue whale, the largest animal that





Bookings



+ New Form

Recent Pinned Shared with me

Type to filter list [Filter icon] [Grid icon]



Gift Exchange Activity | Class of 2026

Veronica Nunez

54 responses



Caribbean BitTitan Promotion valid until May 20th, 2021

Veronica Nunez

66 responses



Microsoft Pride 2021

Veronica Nunez

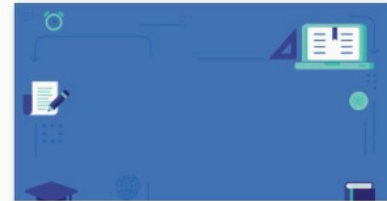
1 responses



Class 2026 Restaurant Fundraisers

Veronica Nunez

0 responses



Class of 2026 | 6th Grade Cuota and Activities

Veronica Nunez

2 responses



Hoja de Evaluación | Políticas y Parámetros de Seguridad

Veronica Nunez

35 responses



Efficiency & Impact on Sales | Daily Meetings

Veronica Nunez

12 responses



SMB Team Efforts amid Covid-19

Veronica Nunez

29 responses



Hoja de Evaluación | Microsoft Teams Nivel 100

Veronica Nunez

31 responses



Untitled form

Veronica Nunez

0 responses

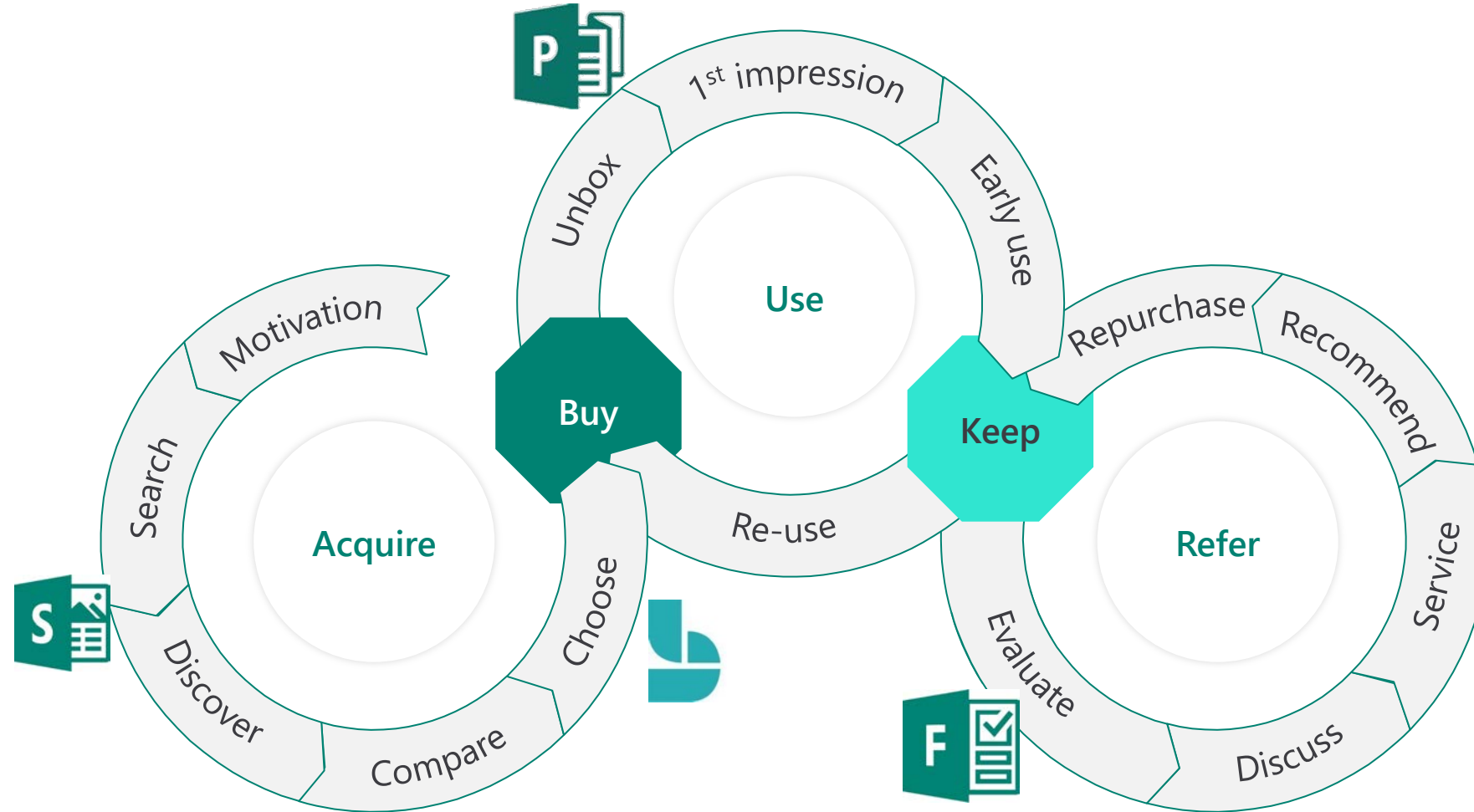


Partner Ecosystem Covid-19 Checkpoint

Veronica Nunez

Customer journeys are not linear

A typical customer journey



Engage your customers in real time, at scale

64%

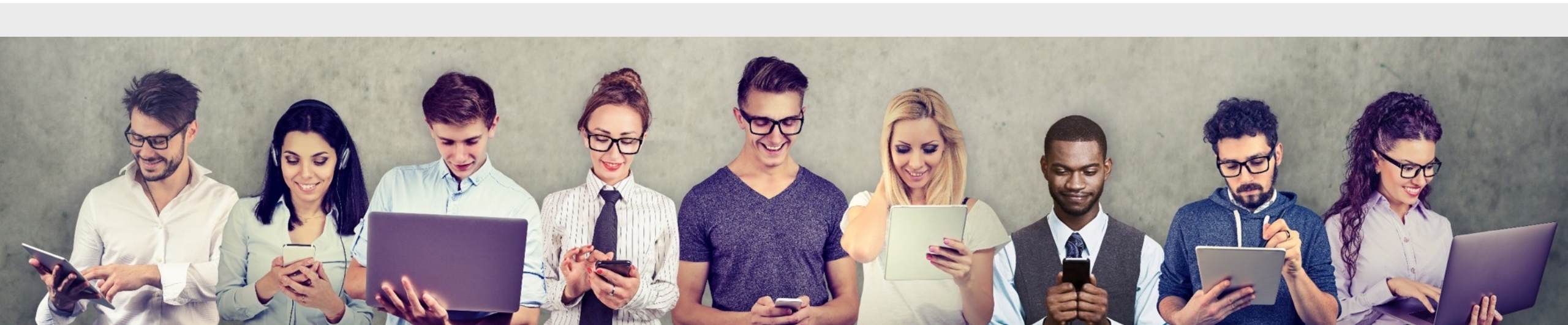
of B2C consumers expect companies to interact with them in real time

[Customer Centered Strategies](#)

2 to 6 touchpoints

In 2001, the average consumer used only two touch-points when buying an item. Today, it is almost six touchpoints.

[Aberdeen Group](#)





A complete, intelligent, secure solution to empower employees



**Unlocks
creativity**




**Built for
teamwork**





**Integrated
for simplicity**





**Intelligent
security**


 **Bookings**
Simplify how you schedule and manage ...


 **Calendar**
Schedule and share meeting and event t...


 **Customer Voice**
Capture customer and employee feedba...


 **Delve**
Get personal insights and relevant infor...


 **Dynamics 365 for Operations**
Dynamics 365 for Operations


 **Excel**
Discover and connect to data, model an...


 **Forms**
Create surveys, quizzes, and polls and ea...


 **Lists**
Allows users to create, share, and track d...


 **OneDrive**
Store, access, and share your files in one...


 **OneNote**
Capture and organize your notes across ...


 **Outlook**
Business-class email through a rich and f...


 **People**
Organize your contact info for all your fr...

 **Planner**
Create plans, organize and assign tasks, ...


 **Power Apps**
Build mobile and web apps with the dat...


 **Power Automate**
Create workflows between your apps, fil...


 **Power BI**
Create actionable, dynamic, and engagin...


 **PowerPoint**
Design professional presentations.


 **Project**
Develop project plans, assign tasks, trac...


 **SharePoint**
Share and manage content, knowledge, ...


 **Stream**
Share videos of classes, meetings, prese...


 **Sway**
Create and share interactive reports, pre...


 **Teams**
The customizable, chat-based team wor...


 **To Do**
Keep track of your tasks in one place wit...

 **Visio**
Simplify and communicate complex info...

 **Viva Insights**
Improve your productivity and wellbeing...

 **Whiteboard**
Ideate and collaborate on a freeform ca...

 **Word**
Bring out your best writing.

 **Yammer**
Connect with coworkers and classmates,...

How can Microsoft help you transform

A Facebook post from the page 'camaristaenaccion'. The post features a blue and white graphic for the 'AVENTURA PYME' event. The text on the graphic includes: 'Llega a Puerto Rico el evento de capacitación más importante para pymes', 'CÓMO VENDER EN UN MUNDO DIGITAL', 'LIVE streaming', and 'Puerto Rico | 28 Sep - 9 AM'. At the bottom, it lists sponsors: 'Auspicia Microsoft', 'Organiza QUIRÓS', 'CUPOS LIMITADOS INVITACIÓN SIN CARGO', 'RESERVA TU ACCESO AHORA', and the website 'www.aventurapyme.com/pr'. A small Puerto Rican flag is also visible.

Aventura Pyme
28 de septiembre

The logo for 'JORNADAS TOUR PYME'. It features a circular arrangement of colorful pentagons in shades of yellow, red, blue, green, and purple. To the right of the graphic, the text 'JORNADAS' is in a smaller font above 'TOUR PYME' in a large, bold, black font.

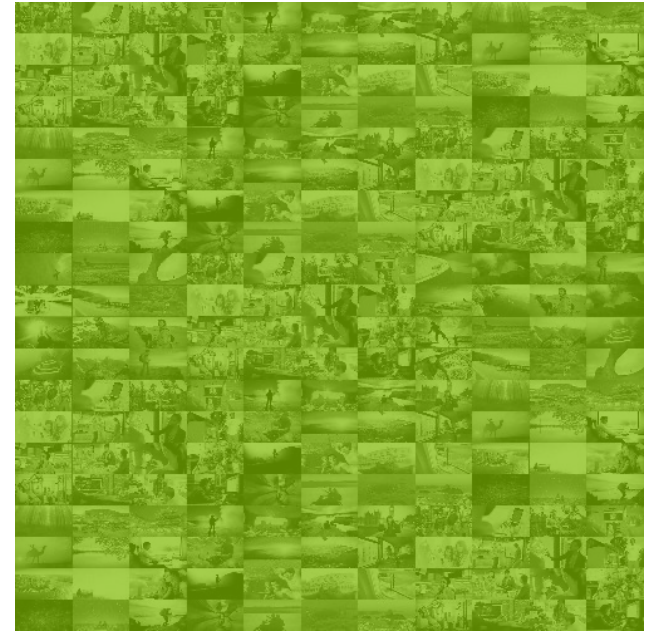
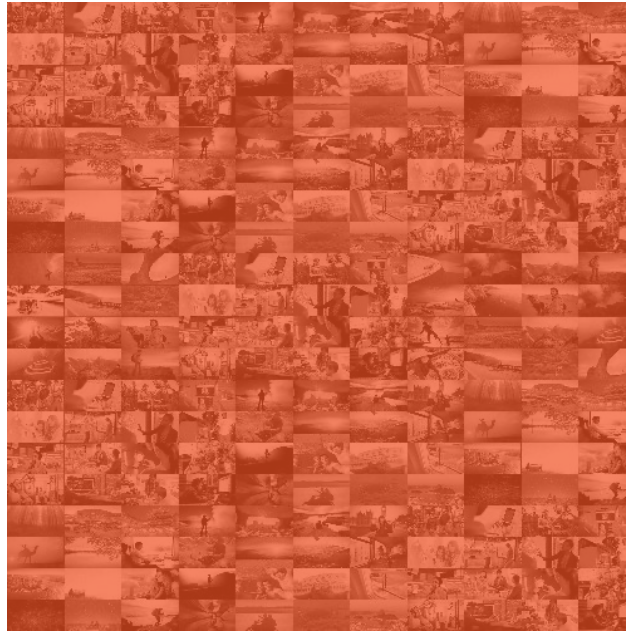
Jornadas Tour Pyme
9 y 10 de noviembre

A grid titled 'Trainings Offered' showing various Microsoft product logos. The logos are arranged in three columns and four rows. The first three rows contain icons for Microsoft Teams, SharePoint, Yammer, OneDrive, OneNote, Windows, Outlook*, Planner, and Office 365. The fourth row contains icons for PowerBI**, Power Automate**, and Power Apps**. Below the grid, there is a note: '*Includes Outlook and Outlook Mobile **Coming soon'.

Adoption Trainings
Free of charge

Microsoft mission

Empower every person and every organization on the planet to achieve more.



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