

# Work Smart Coaching for Office 365

Let's work smart!

New technologies enable smart forms of working. People can work from anywhere with knowledge at their fingertips. To enable all the positive implications of this to unfold, the company must adapt. And one thing is for sure: The more closely involved your employees are in the change processes, the more successful the Work Smart concept will be in your organisation.

With the new cloud-based work platform Microsoft® Office 365, a new era of collaboration and communication has begun. In addition to well-known Office applications, such as Word, PowerPoint and Excel, Office 365 with its more than 20 apps represents a novel form of cooperation.

But the success of this changeover will depend not only on the technical implementation, but also rather on how well the solution is accepted and used by the employees. The introduction of Office 365 will require not only a change in the way people work, but also in the culture.

People are still at the heart of the digital transformation. Now it is about establishing this new way of working and supporting the cultural change. Our Work Smart Coaches and Digital Natives will provide end-to-end guidance for you and your team as you introduce and establish Microsoft® Office 365 – in keeping with the motto: “Let’s work smart!”



# Service and prices

## Starter Kit

Service	Presentation of the Office 365 environment and the new possibilities for collaboration and communication
	Exchange of experiences
	Development of suitable tools for your company
Scope	With 1 Work Smart Coach and 1 Digital Native
	for 3 hours

## Floor Walking

	One-to-one guidance in the workplace with a brief introduction to the Office 365 environment
	Support for user questions (excluding technical problems)
Scope	With 2 Digital Natives
	for 4 hours

**Total price** CHF 1,700

## Starter Kit

The implementation of Office 365 raises the question of how everyone will work together in the future, which services (apps) will play a role in this and how people will deal with the cultural change. We aim to address these issues as the first step and to work with you on deciding how to proceed after that. In addition, we offer a half-day of floor walking with two Digital Natives.

On the day of the changeover, the Digital Natives will go from workstation to workstation to help the employees with any questions and problems they may have. Floor walking will simplify the changeover considerably and will ensure acceptance of the new solutions. The employees will set the pace in the workplace.

