



Working with Us: Training

Choose from three instruction and training options

YOUR INSTRUCTION AND TRAINING GOALS CAN VARY depending on the situation, which is why we offer you a choice of options to better meet your changing needs.

Choose any of three *Training Options*: communication classes through the Solari Classroom, Customized Classes, or Instructional Design to address specific areas.

Classes address identifiable skills that can solve performance issues or train new skills, and incorporate our three-tiered approach that

enables skills to be transferred to the job and act as a baseline for performance evaluations. Class days and times are designed to meet your demanding schedules.

Our fees are created to better fit within your training budgets. Class days are priced as set fees; multi-day classes (such as our two-day classes) and series of classes (such as our Communication Trilogy) are discounted. Customized classes and instructional design are quoted based on accepted statements of work.

CHOOSE A TRAINING OPTION HOW THIS OPTION WORKS AND HOW YOU BENEFIT

Solari Classroom

Individual Classes or a Series of Classes. Through the Solari Classroom, you can choose from over a dozen classes for enhancing your communication skills. Our *Communication Trilogy* focuses on the strategy for applying three core skills: presenting, writing, and listening. Our *Pre-sentation Classes* start with learning the basics and nuances of PowerPoint, continue with becoming proficient in designing slides for maximum impact, and conclude with three classes on strategy, introductory, and advanced presentation skills. Our *Business Writing Classes* start

with a modularized class on learning Microsoft Word (choose the sections that apply to you), continue with designing documents (for non-designers), and conclude with three classes on writing for results, fundamentals of business writing, and editing essentials.

Choose an individual class or any series of classes to best fit your needs. Classes are designed for 8 to 12 participants; multiple classes are discounted. Either way, our classes teach communication skills in a way that transfers training to the job.

Customized Classes

Design to Meet Your Specific Needs. In all of our classes, we incorporate real-life situations from your company to better transfer learned skills immediately to the job. Nonetheless, we can customize any of our communication classes

from the Solari Classroom to a greater extent to suit your specific needs.

When you choose this option, we work with you to create a clear statement of work with specific fees and deliverables.

Instructional Design

Individualized Classes. When you encounter specific performance issues, an individualized class that directly addresses those issues can often answer the problem.

We design classes using the fundamental ADDIE process: analyze your situation to identify performance issues, design the class and its learning objectives, develop the class and

its training methods, implement and deliver the class, and evaluate its effectiveness and adjust as needed. You gain foundational standards with measurable results that pays for itself many times over.

As with customized classes, we work with you to create a clear statement of work with specific fees and deliverables.