



Solari Classroom

Communication classes that enhance skills and improve performance

IMPROVE AND PERFECT THE MOST CRITICAL BUSINESS communication skills by participating in our communication classes. Our classroom training incorporates real-life situations so that participants leave a class with concepts and skills they can immediately transfer to the job.

To ensure this immediate transfer of skills, we employ Solari's three-tiered approach: 1. *Learn Concepts*, where learners gain a thorough understanding of the principles; 2. *Practice Skills*, where participants learn and practice in a con-

trolled environment; and 3. *Transfer Training*, with individualized instruction. To further ensure success, you can engage us for individualized or group coaching to enhance and perfect your effectiveness and results.

Request brochures that describe each of our classes together with detailed course outlines.

Most classes are modularized so that you can choose the sections that are most relevant to you—or we can customize a class to meet your specific needs. *To us, your success is paramount.*

CLASS GROUP

A SUMMARY OF THE INDIVIDUAL CLASSES

Communication Trilogy

OUR COMMUNICATION TRILOGY classes — presenting, writing, and listening — form the core communication skills for professionals worldwide. Whether you are communicating with your company, employees, customers, or media, these classes enable you to deliver your message with aplomb.

Classes:

- ◆ Presenting with Poise
- ◆ Writing for Results
- ◆ Are You Listening?

Presentation Classes

SUPERIOR PRESENTATION SKILLS are paramount in business communication. Our presentation classes encompass a range of skills: learning to use PowerPoint; proficient in designing slides; and take any—or all—of three classes to develop your presentation skills and style.

Classes:

- ◆ Tool: PowerPoint Basics and Beyond
- ◆ Design: Designing Presentation Slides
- ◆ Skill: Presenting with Poise
- ◆ Skill: Introductory Presentation Skills
- ◆ Skill: Advanced Presentation Skills

Business Writing Classes

YOUR WRITING MUST BE CLEAR and concise to reach today's busy business audience. Learn to write materials that your audience reads, comprehends, and acts on. We offer a range of business writing classes to help you succeed.

Classes:

- ◆ Tool: Working with Word
- ◆ Design: Designing Documents
- ◆ Skill: Writing for Results
- ◆ Skill: Business Writing
- ◆ Skill: Essential Editing

Business Communication Classes

OUR COMPREHENSIVE BUSINESS COMMUNICATION classes cover multiple skills. They expand your skill set enabling you to become proficient in that most vital professional skill: the art of communication.

Classes:

- ◆ Are You Listening?
- ◆ Communication for CSRs
- ◆ Rediscover Your Inherent Skills

Rich Maggiani, Your Instructor

RICH MAGGIANI IS SOLARI'S PRESIDENT and founder. He has earned a college degree in education; has taught high school, college undergraduate, and college graduate students; as well as learners in corporate classes and seminars.

Rich applies fundamental principles of learning to ensure that students not only understand concepts and skills and increase their knowledge, but also can transfer these skills to their jobs for the benefit of their companies.