

SOLARI'S THREE-TIERED APPROACH

Our three-tiered approach ensures a solid foundation for understanding, learning, and practicing the skills presented in each class. Each tier builds on the previous one so that you can gain a firm grasp on the class's contents. Your responses to an enrollment questionnaire taken prior to class allow us to tailor the contents to meet your specific goals.

1 Concepts

Gain a Thorough Understanding of the Principles

We begin by explaining the concepts behind the class's communication skills—the why. Through a mixture of presentations, discussions, and examples (using relevant stories), you gain a solid understanding of the communication skills you are learning. In this way, these concepts become relevant to your specific circumstances.

2 Skills

Learn and Practice in a Controlled Environment

Integrated with these concepts, we explain how best to learn and use these new skills. Then we conduct classroom activities where you use these new skills with other members of the class in a controlled, yet independent learning environment. We monitor these activities and provide constructive comments, giving you the opportunity to learn from mistakes and to hone these skills. We encourage you to ask questions and discuss the activities. This dialog deepens your understanding and your ability to apply the skills outside class on the job.

3 Reinforcement

Reinforce your Skills with Individualized Instruction

Learn by doing. After class completes, you continue to practice and reinforce your new skills by applying them to a project of immediate relevance. We help you identify a project where your new communication skills are necessary, establishing a framework for perfecting these skills. As a result, you gain a thorough grasp on your ability to apply these skills.

After you complete your project, together we discuss your progress, advise you, and recommend ways to improve. This feedback reinforces what you learn and enables you to successfully meet future challenges. For up to a year after taking the class, you can contact us and receive a timely response regarding any topic from the class.

CLASSROOM FEES

All Solari classes are taught as one full-day session of classroom instruction with a recommended (but optional) additional half-day session of individualized instruction. Fees depend on a number of factors: class size, full-day, day-and-a-half, and number of classes taken. Annual support and all classroom materials are included in the fees. Please contact us with your requirements or complete the 'Customized Instruction Solution' for specific fees and terms.

CLASSROOM SCHEDULE

Your course contact includes over a day and a half of classroom and individualized instruction.

Full-day Session of Classroom Instruction

You receive a full day of classroom instruction so that you can gain the most from the class's contents. Class size is generally limited to 12 participants, with 10 being the ideal size. Our small class size facilitates a more personal instructor-to-participant relationship, thus increasing your ability to learn, practice, perfect, and apply the class's concepts and skills.

Half Day of Sessions of Individualized Instruction

Following the full day session, each participant spends the next couple of weeks working on your customized classroom project. When you finish, your Solari instructor spends time with each participant discussing the results. Your instructor reinforces key concepts, gives pointed commentary on your progress, and writes a concise summary of your progress. Each student receives 20 to 30 minutes of individualized training. For 12 participants, these separate individualized instruction sessions amounts to more than a half day of private instruction.

On-site Classes Help Maintain Relevancy

Rather than incurring the expense and inconvenience of travel costs and time away from the office, we can conduct classes on-site. You learn in a comfortable, familiar environment, investing time in learning and applying new skills that can enhance you and your company. On-site learning has the effect of encouraging participants to perceive the relevancy of their new skills to their real work world.

WHAT SETS SOLARI APART

In a respectful learning environment, we seek to create a calm atmosphere that fosters personal innovation and learning.

Outcomes Focus on Your Specific Goals

We apply adult-learning principles, deliver effective content, and engage your experiences and knowledge in an independent learning environment. Practical, relevant, organized, and clearly defined classes enable you to achieve your professional goals and those of your company.

Your Responses to an Enrollment Questionnaire Customize Your Class

Before attending class, every participant completes an enrollment questionnaire about your specific needs and expertise, and your work environment. Your detailed responses enable us to tailor the class to meet your specific goals.

Class Materials Relate Directly to Your Work

When presenting the class's concepts and skills, we connect them directly to your current and foreseeable future needs. That way, after the class, you can immediately apply your new skills where it matters most—to complete real-life tasks and solve real-life problems.

Follow-up Consultation and Reinforcement on Your Progress

Applying your new skills to a work-related project reinforces learning and leads to new discoveries. We help design the project that best suits you. When complete, we identify successes, analyze problems, answer questions, assess progress, and discuss ways to improve.

Your Solari Instructors are Certified, Experienced Teachers

The best information in the world is of limited value if it can't be effectively taught. Your Solari instructors are certified teachers, experienced in the classroom, and trained in the fine art of teaching adults. After all, it's about your learning.

ABOUT THE SOLARI CLASSROOM

At Solari Communication, we make the complicated simple. We specialize in helping you capitalize on the often overlooked yet vital role that simple, clear communication plays in the success of your company. Toward that goal, all of our communication classes focus on helping you communicate more clearly and establish deeper relationships with your colleagues, clients, and prospects. Your participation is an investment. We strive to ensure that you and your company achieve the greatest return on that investment.

SOLARI COMMUNICATION CLASSES

Writing for Results

Learn to write for your audience, making it easy for them to quickly grasp your ideas, so that you attain the results you seek. You learn to use Solari's proprietary process for turning blasé text into action-oriented prose. Whatever your goal—informing audiences, instructing colleagues, persuading prospects and customers—you gain invaluable skills to communicate clearly in writing and motivate your reader to respond as intended.

Presenting with Poise

Haven't you endured enough bad presentations? Our class on presentations enables you to relate your message to your audience, clearly, succinctly, and effectively. We teach you how to move through the three phases of speaker transitions so you can focus on the most important aspect of any presentation: engaging your audience and giving them the information they need. You learn to deliver the main idea that most benefits your audience through a smooth flow of information. You also learn how to create informative textual and graphical slides that augment (not detract from) your presentation.

Are You Listening?

There are those who listen, and those who are waiting to talk. In business and in life, listening is your highest duty. In this class, you first learn effective listening skills that engage your ears and mind to hear words and understand them. Then you learn true listening skills that employ your eyes and heart to transcend the words and gain deeper insight. Taken together, mastering these skills enhances your relationships.

Rediscovering Your Inherent Skills

Each of us possesses a distinct set of inherent skills, abilities that flow easily and effortlessly. Our productivity soars when we apply these skills, yet over time, we tend to misplace them. Through the story of a professional sabbatical and identifying exercises, this class helps you rediscover your inherent skills so that you can apply them in your life and in your job. This helps you and your company gain the most from your efforts.

Compelling Communication

This class focuses on choosing the best way to communicate, from the most personal to the most detached: face-to-face, meetings, Web cams, video conferencing, telephone, facsimile, text messaging, and especially on how email can be a time sap to a great productivity enhancer. Learn the pros and cons of each communication method, when each is appropriate, and the basic skills of how to apply them.

Applying Writing Mechanics

Perfect a document through some final editing and by applying basic writing rules and principles. Small errors can accumulate, become impediments to your audience, and ultimately derail the purpose of your writing. Grammar, punctuation, mechanics, word choice, style—these concepts and many others form the foundation of solid writing. For the most part, these techniques are straightforward, inflexible, and seemingly dull, yet so critical. Learn how to apply the more basic and common techniques.