



Solari Classroom

COMMUNICATION IS THE HEART OF ANY BUSINESS. You can improve and perfect the most critical business communication skills—writing, presenting, listening, inherent skills, writing mechanics, and basic communication—by attending and participating in our Solari classes. Our classroom training incorporates real-life situations so that participants leave a class with concepts and skills they can immediately apply on the job.

We offer a number of classes for you and your staff. To ensure participants learn, we employ a three-tiered approach. In each class, participants first gain a thorough understanding of

the principles involved. Next, participants learn specific skills and practice these skills in a controlled, yet independent environment where their instructors are directly involved with their learning. Finally, participants receive individualized instruction which assimilates and reinforces these skills and ensures they can be put to immediate use. To further ensure that skills have been learned and can be applied, participants can call us for a full year of support.

We will customize our classes to meet your specific needs, or create the additional communication-related class you require.

CLASS

WHAT WE DO AND HOW YOU BENEFIT

Writing for Results

OUR THREE-STEP process for writing enables you to get the results you want. This comprehensive class breaks the writing process into manageable chunks. The class's hierarchical structure enables all levels of participants to access the appropriate level of instruction, helping them

learn and grow their writing skills. Step-by-step instructions guide them through the essential parts of the writing process: choosing verbs and rewriting for clarity.

To achieve the desired results, participants learn to target their writing for their audiences.

Presenting with Poise

OUR PRESENTING with Poise class enables you to get your message across to your audience, clearly, succinctly, and effectively. We teach you how to move through speaker transitions so that you can focus on giving your audience the information they need.

Your audience only needs to hear and see what's important to them: you'll learn how to create informative textual and graphical slides.

After this class, you'll be delivering presentations people want to attend, and who leave knowing their time was productive and worthwhile.

Are you Listening?

THERE ARE those who listen, and those who are waiting to talk. Much is said about listening, too often, about its absence. In business, you can spend up to 70% of your day listening; the better you listen, the more success you achieve.

Listening is a skill you can learn. We teach you how to use your ears, your mind, and your eyes to become an exceptional listener.

Better listening saves time, saves money, reduces mistakes, and creates stronger bonds.

Rediscovering Your Inherent Skills

EACH OF us possesses a distinct set of inherent skills. As time moves on, we complement these inherent skills with learned skills. All too often, our investment in these learned skills takes over, diverting attention from paths that

are most enjoyable, rewarding, and productive. Rediscover your inherent skills; apply them in your life and career and company. Emerge with a renewed vision, a renewed focus, and a renewed excitement.