

# SOLARITY

SPRING-SUMMER COURSE GUIDE | 2020

**DEFINE MEASURABLE GOALS**

**EMPOWER YOUR TEAM**

**ACHIEVE RESULTS**



## YOU'RE IN GOOD COMPANY

You're looking for measurable results and constant progress. You want to improve and build capacity as an individual or an organization. Individuals and organizations seek out Solarity when they want excellent results delivered through highly individualized, hands-on service based on proven best practices.

Our clients come to us from a range of industries, all regional leaders in their areas: higher education, healthcare, manufacturing, technology, government, and pharmaceuticals to name just a few. Some of our valued clients include:



**LEXINGTON**

**TEMPUR+SEALY**



**Quest  
Oracle  
Community**



**Four Roses.  
BOURBON**



**BROWN-FORMAN**



*"Solarity has exceeded our expectations for their consulting and training services, which has helped Quest's overall management. Their efforts in helping to assess and address our organizational needs are leading to increases in efficiency as well as our ability to scale for anticipated growth. Their expertise in business analysis, project management, and organizational change management has been evident throughout the entire process. But what I've been most impressed with is their commitment to provide quality business outcomes which...demonstrates the value they can bring to any organization. Solarity is an ideal partner for the Quest Oracle Community, and we look forward to working with them for the long term."*

— Jon Vaughn, CEO, Quest Oracle Community

## WORDS OF PRAISE ARE IN FULL BLOOM

*My expectations were high, I haven't had formal training prior to this class. I would say the Trainer exceeded my expectations. I enjoyed the class work, the scenarios brought the class to life. I appreciated the off-script tips provided & the book for future follow-up.*

– Carol Hefling, CHFS, Commonwealth of Kentucky

*This training really helped put things into perspective and provides a pathway and structure around projects I am working on - excited to implement the learning. The instructor was very engaging and thorough. The format of the class was excellent providing enough variety for everyone to stay engaged. I liked the idea of using a project we are actually working on as the basis for the class.*

– Katy Brown, Director of Tech Association of the Bluegrass (TAB)

*Awesome Inc. We had a blast! (in the Agile Project Management class). We've already had team meetings discussing all of our newly acquired knowledge. Thanks Again!*

– David Worley, Chief Technology Officer eLink Design

*Best class I have ever taken...I have been able to put the tools and techniques picked up from the class to the test. My communication pertaining to projects are much more effective now that I can speak the language and my level of productivity has increased significantly!*

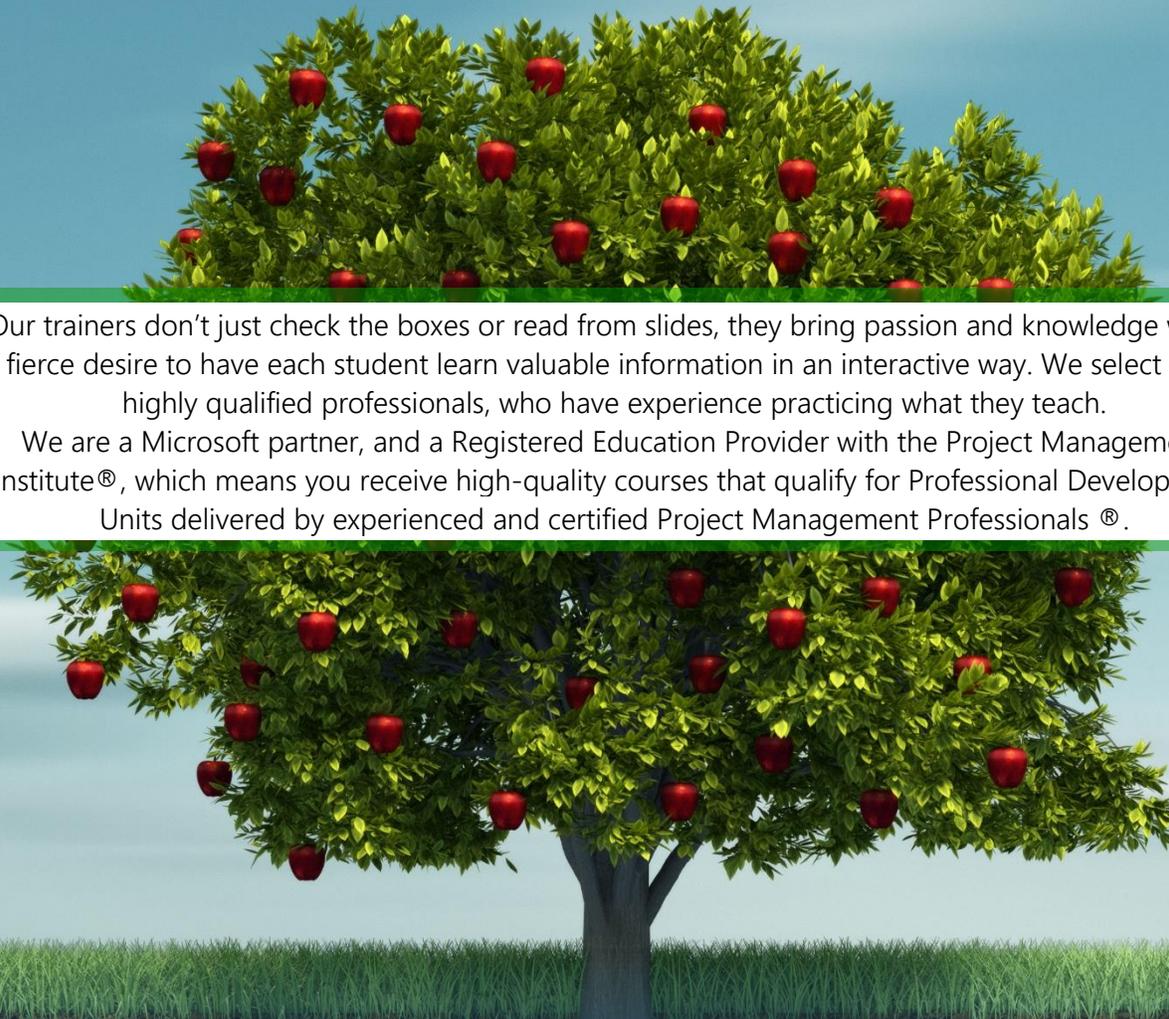
– Todd R., Business Process Owner, Tempur-Sealy

*Solarity walks the talk! They have done a brilliant job of managing the project of training our team. This was no small feat. They demonstrated that communication is the key to success in running training and managing our organization thru a change process. Solarity completed training and left us with enthused and engaged teams who feel more prepared to execute. Bravo!*

– Patti Oakley, Chief of Staff, Rhode Island Department of Transportation



## THERE'S MORE TO OUR TRAINERS THAN MEETS THE EYE



Our trainers don't just check the boxes or read from slides, they bring passion and knowledge with a fierce desire to have each student learn valuable information in an interactive way. We select only highly qualified professionals, who have experience practicing what they teach.

We are a Microsoft partner, and a Registered Education Provider with the Project Management Institute®, which means you receive high-quality courses that qualify for Professional Development Units delivered by experienced and certified Project Management Professionals®.

## BENEATH THE SURFACE

Solarity's expert educators are also professionals who have years of real-world experience in their fields. Our certifications include the Project Management Professional®, Certified Scrum Master®, Advanced Prosci® Change Management, Certified Lean Six Sigma Black Belt, Appreciative Inquiry, Microsoft Certified Technical Specialist, and many others.

Our instructors are highly experienced in Project, Program, and Portfolio Management, Organizational Change Management, Business Analysis & Requirements Management, Strategic Planning, Appreciative Inquiry, Microsoft Project and Project Server, among other skills.

## HOW WE DO IT

We provide whatever training you need when you need it. Solarity partners with businesses, organizations, and professionals who are constantly under pressure to deliver measurable results that meet expectations on time and within budget. We strengthen our clients by understanding their issues and goals, developing a clear definition of their current state, designing the desired future state, and creating a measurable action plan for success.

1

**ASSESS: YOUR CURRENT SITUATION, WHAT YOU ALREADY KNOW, THE LANGUAGE YOU SPEAK, AND THE PROBLEMS YOU'RE ENCOUNTERING.**

2

**DEFINE: CLEAR COURSE OUTCOMES, MEASURABLE GOALS, AND KEY METRICS FOR MEASURING PROGRESS.**

3

**ACT: BASED ON A PLAN THAT DEFINES EACH STEP AND KEEPS ALL PARTIES INFORMED OF PROGRESS.**

*I loved the method of delivery. I thought the ratio of classroom training to activities was extremely effective & helped me retain the info better. I really enjoyed hearing real life experiences from all Solarity staff. Everyone was very knowledgeable, positive and involved which created a great learning environment.*

*– Abby Berger, Deloitte*

*“Solarity’s courses balance the best research and theory with real-world practice, so that you can be assured that you’ll walk away with information you can use in your day-to-day work, not just repeat as interesting facts.”*

*– John F., Professor, Eastern Kentucky University*

## CREATING YOUR PANORAMIC VIEW OF TRAINING

When you come to us, you're not just looking for a product. You want to address a problem or seize an opportunity. We do offer a range of classes off the shelf, but we are more interested in designing a program that delivers the results you need to grow stronger. We'd love to talk with you about your current needs, define your desired outcomes, and then develop a roadmap to help you build capacity for even greater operations.

If you're committed to getting the best experience, and measurable results, simply call us for a free consultation. We'll partner with you to create a strategy and approach that meets your schedule, budget, and desired outcomes.

## ESTIMATED COSTS

You can find inexpensive training classes everywhere. But you need more than that. You're making an investment in your success, and the success of your project or even your company or organization. You need measurable results for the time and money you're investing, and Solarity can help you get them. We will be your partner, your guide, and the trusted expert who works with you to reach your destination.

We tailor our courses to meet your needs, but in general, our one-day in-person classes are between \$250-\$1,000, and our two-day courses are between \$750-\$1,500. Our longer classes are proportionally priced. Please contact us for details on specific classes. Business consulting, staff augmentation, and placement services are available as needed.



# SOLARITY'S SELECTED COURSE CATALOG

See all our courses at [solarity.com/training](https://solarity.com/training)

## SELECTED ONLINE AND ON-DEMAND COURSES

(Available in person by request with minimum enrollments)

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### AMAZON WEB SERVICES (AWS)

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#### AWS Business Essentials

This course helps IT business decision-makers understand the benefits of cloud computing and how a cloud strategy can help you meet your business objectives. In this course, we discuss the advantages of cloud computing for your business and the fundamentals of AWS, including financial benefits. This course also introduces you to successful cloud adoption frameworks to help you consider the AWS platform within your cloud computing strategy.

#### AWS Technical Essentials

The Amazon Web Services (AWS) Technical Essentials Training Course introduces AWS products, services, and common solutions with demos, knowledge checks, and hands-on lab activities. It provides learners with the basic fundamentals to become more proficient in AWS and empowers them to make informed decisions about IT solutions based on business requirements.

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### SECURITY (Many More Available at Solarity.com)

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#### Access Control and Identity Management Scenarios

Access control is the restriction of access to a computer system. So how does a cybersecurity professional manage this access control? This course introduces the principles of access controls.

#### Application, Data, and Host Security Scenarios

When you download an app, or access a database, you want to trust that the software engineer who developed the app had an eye toward security. This course covers the security of applications, data, and hosts in information systems.

#### CISSP® Exam Prep Course

The CISSP® Exam Prep Course prepares test-takers for the Certified Information Systems Security Professional exam, as administered by the International Information System Security Certification Consortium (ISC)². The CISSP® certification is recognized worldwide.

#### CISSP® Practice Exams and Exam Strategies

This course is designed to give learners an assessment of their readiness to take ISC2's CISSP® Exam. It contains two 120-question practice exams.

#### Cloud Application Security

Cloud computing and cloud-based applications are more prevalent today than ever before. Software developers must continuously challenge themselves to stay up to date securing cloud-based applications.

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**Cloud Data Security Scenarios**

This course is comprised of two modules. The first addresses many of the important concepts of cloud-based data and the security responsibilities of both cloud consumers and cloud service providers. The second module offers a series of scenarios that relate to cloud data security. See also: [Cloud Infrastructure and Platform Security](#) and [Cloud Operations Security](#)

**CompTIA Security+® Exam Prep Course**

The CompTIA Security+® Exam Prep Course prepares test-takers for the Security+ exam, as administered by CompTIA. The CompTIA certification is recognized worldwide and adheres to the strict standards of ISO/IEC 17024 and is approved by the US Department of Defense.

**Identity and Access Management**

This course introduces students to the principles of access controls, beginning with the central modes of information security and continuing through various attacks and defenses. The course presents different kinds of authentication techniques, how they work, and how they are distinguished.

**Introduction to Cloud Computing and Cybersecurity**

This course is comprised of two modules. The first provides an introduction to cloud-based services and the accompanying need for cybersecurity. The second module provides a series of real-world scenarios in which the learner must apply several of the concepts covered in the first module. See also [Real-World Cybersecurity Scenarios](#).

**Introduction to Cybersecurity**

Globally, incidents of data breaches, identity thefts, and cybercrimes are on the rise, along with the explosive growth of online personal data and the expansion of computer networks. This course teaches the fundamental concepts of information security one will encounter in the cybersecurity field. See also [Introduction to Malware](#).

**Security and Risk Management**

This course covers the role of governance and risk management in information security. It looks at the policies and standards that are needed to operate an effective information security function and to oversee good information security practices.

**Software Development Security**

This course covers software development security while focusing on the systems development life cycle, operating systems, and their environments. Additional topics include the role of various databases in security and how to recognize and guard against attacks on software.

**Implementing and Managing Windows 10**

This Microsoft Windows 10 Training Course is designed to provide students with the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. These skills include learning how to install and customize Windows 10 operating environment.

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## BUSINESS INTELLIGENCE

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### [Analyzing Data with Power BI](#)

This course provides students with the knowledge and skills analyze data with Power BI. The primary audience for this course is BI professionals who need to analyze data utilizing Power BI.

### [Data and Human Resource Management](#)

Big data and data analytics are changing how businesses run and managers do their jobs. In this course, you will explore how human resource managers use data to provide better support to the employees they manage and to contribute to the strategic practices of their organizations.

### [Designing Self-Service Business Intelligence and Big Data Solutions](#)

This course teaches students how to design and implement a BI infrastructure. The course discusses design, installation, the course discusses design, installation, and maintenance of a BI platform.

### [Tableau Desktop Introduction](#)

*Tableau* has for some time been one of the most popular Business Intelligence and data visualization tools available. Why? Because, quite simply, it's a tool that's responsive to the needs of modern businesses. But it's most effective when you know how it works.

### [Tableau Desktop Fundamentals](#)

This course is designed to help you understand and use the important concepts and techniques in *Tableau* to move from simple to complex visualizations. You will also learn how to combine them in interactive dashboards.

### [Tableau Desktop Intermediate](#)

*Tableau* has emerged as one of the most popular Business Intelligence solutions in recent times, thanks to its powerful and interactive data visualization capabilities. This course will empower you to become a master in *Tableau* by exploiting the many new features and functions.

### [Tableau Server Administration](#)

This course provides in-depth coverage of *Tableau* Server administration. The knowledge and skills acquired are best geared toward those who will be administering a *Tableau* Server installation, including managing content, users, and permissions.

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## FEATURED IN-PERSON MANAGEMENT COURSES

### HIGH IMPACT MIDDLE MANAGEMENT

<b>DESCRIPTION</b>	<p><b>The Premise:</b></p> <ul style="list-style-type: none"> <li>• <b>You are important:</b> Middle managers connect strategy to execution and are the "get it done" people in our organizations. We need great middle managers to ensure strategic success.</li> <li>• <b>Your job is hard:</b> Middle management is challenging, rewarding, complex, and important. And too often, those in middle management roles feel pressured from multiple directions, dumped on, and stalled by process hassles or internal politics.</li> <li>• <b>You can improve your impact and job satisfaction:</b> Whether you are a seasoned middle manager or new to the role, there are beliefs and practices that will help you thrive while performing this critical role.</li> </ul> <p><b>Training Program Description:</b>                      During this interactive half-day training session led by Lisa Haneberg, author of <i>The High Impact Middle Manager</i>, <i>High Impact Middle Management</i> and over a dozen books about management and leadership, participants will learn about the most important competencies for middle managers, distinguish what these competencies look like in action on a daily basis, and then explore how to augment their current managerial regimens so that they can continuously improve their impact and results.</p>
<b>LENGTH</b>	4 hours
<b>PDU</b>	4 contact hours
<b>PREREQUISITES</b>	None
<b>MATERIALS</b>	A copy of the book, <i>The High Impact Middle Manager</i> by Lisa Haneberg, will be provided to each participant.
<b>WHO SHOULD TAKE THIS COURSE</b>	This course is designed for adult learners with some understanding of general management practices.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Learn an empowering model for what high impact middle management is and what it looks like in action.</li> <li>• Distinguish between tactical management and strategic implementation actions, and when to use each type to improve impact.</li> <li>• Practice ways to communicate expectations handle issues related to barriers, hassle, and complexity.</li> <li>• Learn myths about time and performance management and discuss practices that will help you manage more effectively.</li> <li>• Explore what it means to be aligned and why it is important to realign managerial efforts regularly.</li> <li>• Discuss techniques for boosting creative collaboration in a busy, complex work environment.</li> <li>• Understand techniques for how to remove barriers to productivity and team satisfaction.</li> <li>• Assess the ways that High Impact Middle Management practices can best help you succeed and enjoy your work more fully.</li> </ul>

## A PROJECT MANAGEMENT PRIMER

<b>DESCRIPTION</b>	<p>This session provides a high-level understanding of project management fundamentals. Attendees learn from experienced project managers a limited scope of right-sized project management to lead and/or help organize small projects. Attendees are encouraged to bring their own project ideas to contemplate and discuss during the session providing for learning in an educational yet fun environment that promotes understanding and confidence. Attendees leave with a basic understanding of what project management is, why it is important, how to manage small projects and some basic templates to utilize afterwards.</p> <p>This session serves as a foundation on which other project management skills development courses build and it can be configured based on client needs. on which all other project management skills development builds.</p>
<b>LENGTH</b>	1/2 day
<b>PDU</b>	4 contact hours
<b>PREREQUISITES</b>	None
<b>BUILDING BLOCK FOR</b>	Best Practices in Project Management, Introduction to Agile Project Management, Managing Organizational Change & Transition, Business Analysis Overview
<b>MATERIALS</b>	Custom materials provided by The Solarity Group
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>• Beginning project managers, project coordinators, “accidental” project managers, and other team members who need to understand basic project management terminology and processes</li> <li>• Not-for-profit organizational leadership</li> <li>• New organizational leaders looking for a basic understanding of what project management involves</li> <li>• Anyone who would like to investigate project management as a career.</li> </ul>
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Understand basic project management vocabulary</li> <li>• Describe the importance and value of project management for project success</li> <li>• Understand the various Project Life Cycles and how to choose the best one for your project(s)</li> <li>• Obtain hands-on application of basic project management skills using basic tools, templates, and techniques</li> <li>• Understand the relationship between project management and organizational change management</li> </ul>

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## BEST PRACTICES OF PROJECT MANAGEMENT

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<b>DESCRIPTION</b>	<p>This course provides a solid understanding of the fundamental building blocks of project management, and an introduction of best practices that can be used in all endeavors by all people across all industries. Participants learn concepts, terms, tools, and techniques needed to communicate about, organize, monitor, and successfully complete projects.</p> <p>This course serves as the foundation on which all other project management skills development builds.</p>
<b>LENGTH</b>	2 days
<b>PDU</b>	15 contact hours
<b>PREREQUISITES</b>	None
<b>BUILDING BLOCK FOR</b>	PMP® Exam Preparation
<b>MATERIALS</b>	Custom materials provided by The Solarity Group
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>• Beginning project managers or team members who need to understand basic project management principles, terminology, and processes.</li> <li>• Those who have experience in managing projects but want an introduction to the terms, concepts, and practices used in formal project management as defined by the Project Management Institute.</li> </ul>
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Understand standard vocabulary for Project Management as recommended by the Project Management Institute.</li> <li>• Understand standardized Project Management processes as recommended by the Project Management Institute.</li> <li>• Understand the application of basic Project Management principles within your work environment.</li> <li>• Understand the importance and value of Project Management, best practices, &amp; related benefits.</li> </ul>

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## PMP® / CAPM® EXAM PREPARATION

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<b>DESCRIPTION</b>	<p>This course is specifically designed to assist students in preparing for the Project Management Professional (PMP®) exam, given by the Project Management Institute (PMI®). This highly personalized five-day course allows the student focused time to learn and to review the concepts and terms necessary to pass the PMP® exam. Included with the class are tips, tricks, exercises and targeted materials that will assist the student in reviewing for and passing the exam. A complete PMP exam helps students determine when they are ready to take the official certification exam and allows them to identify areas for additional focus. Your instructor works with each student to develop an Individualized Study Plan with step-by-step instructions for preparing for and taking the exam, along with a recommended target date based on the results of the exam simulation. This course will also prepare students for the Certified Associate in Project Management (CAPM)® exam.</p>
<b>LENGTH</b>	5 days
<b>PDU</b>	35 contact hours
<b>PREREQUISITES</b>	<ul style="list-style-type: none"> <li>• For PMP® Certification: 4500 hours of PM experience over the past eight years (for holders of a baccalaureate degree) or 7,500 hours of PM experience over the past eight years (for high school graduates, Associates’ degree or the global equivalent)</li> <li>• For CAPM® Certification: 23 hours of PM education (for high school graduates, Associates’ degree or the global equivalent)</li> </ul>
<b>BUILDING BLOCK FOR</b>	PMI PMP® or CAPM® Exam Preparation
<b>MATERIALS</b>	<ul style="list-style-type: none"> <li>• PMP® Exam Preparation study guide</li> <li>• PMP® Exam Simulation Software</li> <li>• Condensed, highly effective study materials created by The Solarity Group to accelerate your understanding of the material needed on the exam</li> </ul>
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>• Professionals from any industry who wish to obtain the PMP® or CAPM® certification.</li> <li>• Professionals who wish to advance their knowledge of Project Management as defined by the Project Management Institute.</li> </ul>

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**OBJECTIVES**

Upon course completion, students will be able to:

- Articulate the requirements for the PMP® and/or CAPM® credential and the application process in sufficient detail to complete the application process
- Define key project management terms and concepts to align with the PMBOK®
- Identify and define the five Project Management Process Groups to align with the PMBOK®
- Identify and define the ten Project Management Knowledge Areas, and the processes related to each one, with their related inputs, tools & techniques, and outputs to align with the PMBOK®
- Articulate the Professional and Social Responsibilities of being a Project Management Professional® to align with the PMI® Code of Ethics and Professional Conduct
- Articulate keys to answering PMI's® questions, tricks for exam-taking, and ways to effectively study to achieve success on the selected exam
- Apply their project management knowledge to situational questions to select the appropriate answer to achieve success on the selected exam
- Identify areas of project management knowledge weakness to allow for additional focused study



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## MANAGING ORGANIZATIONAL CHANGE AND TRANSITION

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<b>DESCRIPTION</b>	The pace and complexity of change in the workplace continues to increase dramatically. This course is designed for those who are responsible for implementing change or helping to implement change. Participants will learn from experienced change managers a solid understanding of the fundamentals of organizational change management as well as a variety of techniques and tools for effectively guiding their organizations and the people in them through times of change. Additionally, students will have time to discuss and reflect on how what they learn can be applied to their own change efforts.
<b>LENGTH</b>	1 day
<b>PDU</b>	7.5 contact hours
<b>PREREQUISITES</b>	None
<b>BUILDING BLOCK FOR</b>	Career Growth, Project Management, Management
<b>MATERIALS</b>	Custom materials provided by The Solarity Group
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>• Key decision makers, change management teams, change agents and supervisors.</li> <li>• Those who are responsible for helping others move through changes.</li> <li>• Those who need to move through change and are most affected by a change.</li> </ul>
<b>OBJECTIVES</b>	<p>In this one-day, interactive course you will learn:</p> <ul style="list-style-type: none"> <li>• A systems approach to managing change</li> <li>• How change must be managed at both the organizational and individual level for success</li> <li>• How change management and project management work together</li> <li>• The key roles and responsibilities in implementing change</li> <li>• How to manage the people side of change</li> <li>• How to use key tools and templates to implement change effectively</li> </ul>

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## BEST PRACTICES IN BUSINESS ANALYSIS

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<b>DESCRIPTION</b>	This two-day course provides a realistic and interactive overview of what business analysis is and what a business analyst does within the framework of defining system solutions and interactions with a project manager and project team. Students will be provided a solid understanding of the fundamental building blocks of business analysis and an introduction to best practices that can be used across all industries. Participants learn from experienced business analysts the concepts, terms, tools, and techniques needed to help any organization analyze its goals and strategic directives to produce quality solutions that fulfill business needs. Additionally, we focus on how the business analyst can effectively collaborate with a project team to achieve results. During the class, we utilize real-life experiences of our trainers as case-studies along with “hands-on” exercises to reinforce learning.
<b>LENGTH</b>	2 days
<b>PDU</b>	15 contact hours
<b>PREREQUISITES</b>	None
<b>BUILDING BLOCK FOR</b>	Ongoing education, CBAP® Exam Preparation
<b>MATERIALS</b>	Custom materials provided by The Solarity Group
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>• Beginning business analysts, project coordinators, “accidental” project managers, and other team members who need to understand basic business analysis terminology, processes, and techniques</li> <li>• Experienced business analysts who need to refresh their skills</li> <li>• Anyone who needs to perform business analysis in their current job or would like to investigate a career as a business analyst</li> </ul>

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**OBJECTIVES**

Upon course completion, students will be able to:

- Utilize common business analysis vocabulary and processes
- Apply basic business analysis principles within their work environment
- Describe the importance and value of business analysis to successful project and strategic initiatives completion
- Select the appropriate tools and techniques to assist with product or solution development
- Apply “hands-on” business analysis using basic tools, templates, and techniques
- Articulate the relationship between business analysis, project management and organizational change management

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## BEST PRACTICES IN RISK MANAGEMENT

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**DESCRIPTION**

Some studies show that a formal Risk Management process can eliminate up to 90% of the risks on a project! Using the Project Management Institute® (PMI) principles, this course will provide you with tools and techniques that will help you focus on those things that are most likely to cause your project to succeed or fail relative to risks. With so much going on in any project, Risk Management is one area that will help you allocate your time and resources most efficiently, and work with your stakeholders to increase the chances of project success. Learn best practices in identifying and managing the uncertainties that crop up during projects. Take control of what seems uncontrollable by applying a wide range of tools and techniques to maximize project success. This course content applies to any industry.

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**LENGTH** 1 day

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**PDU** 7.5 contact hours

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**PREREQUISITES** None

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**BUILDING BLOCK FOR** Ongoing education, Other Project Management topics, PMP® Exam Preparation

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**MATERIALS** Custom materials provided by The Solarity Group

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**WHO SHOULD TAKE THIS COURSE**

- Anyone interested in learning more about Risk Management
- Project managers, functional managers, and team members who may battle unexpected events in their initiatives and want to gain better control over the conditions on their projects
- Experienced Project Managers who wish to enhance their Risk Management knowledge
- Those seeking continuing education for PMP, Engineers, CPAs, etc.

**OBJECTIVES**

Upon course completion, students will be able to:

- Understand where project risks may occur
- Understand and describe risks as both opportunities and threats
- Understand and describe a best practice risk management process
- Understand tools and techniques for classifying and identifying, analyzing, prioritizing, quantifying, and monitoring and controlling risks and improving risk management
- Understand how risk management is handled in Agile projects

## FUNDAMENTALS OF LEAN MANAGEMENT

**DESCRIPTION**

Lean is an approach to organizational process that seeks to minimize waste and increase value for customers. This course provides a solid understanding of the fundamentals of Lean Management. Participants learn from experienced Lean practitioners, some of the concepts, terms, tools and techniques needed to communicate about, organize, monitor and successfully outline a Lean implementation within an organization, or within their own workspace. Additionally, we utilize our Lean Office scenario for the “hands-on” exercises during the class to reinforce concepts and learning.

This course serves as a foundation upon which all other Lean Management / lean Six Sigma / Six Sigma skills development builds and it can be customized based on client needs.

**LENGTH**

1 day

**PDU**

7.5 contact hours

**PREREQUISITES**

None

<b>BUILDING BLOCK FOR</b>	Ongoing education, Other Project Management topics, PMP® Exam Preparation
<b>MATERIALS</b>	Custom materials provided by The Solarity Group
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>This course can be taken by any professional seeking career growth in the Quality Management sector or simply to get a fundamental understanding of and hands-on experience working with Lean principles.</li> </ul>
<b>OBJECTIVES</b>	<p>Upon course completion, students will be able to:</p> <ul style="list-style-type: none"> <li>Utilize common Lean Management vocabulary</li> <li>Understand the 8 common types of waste in the workplace</li> <li>Understand and apply the 5 S's of Lean Management within your work environment</li> <li>Understand some of the Lean tools, techniques, and complimentary methodologies available</li> <li>Understand how Lean can be utilized across a variety of organizational types</li> <li>Apply Lean Management assessment and implementation techniques within your work environment</li> <li>Obtain the "hands-on" application of Lean Management using basic tools, templates, and techniques</li> </ul>

## EFFECTIVE COMMUNICATIONS AND MEETINGS MANAGEMENT

<b>DESCRIPTION</b>	<p>This class focuses on two of the most problematic areas most organizations face: Communications and Meetings. Communicating with team members and groups has become more important as organizations have increasingly relied on collaborative work to advance their goals. However, ensuring those communications are effective at delivering the planned message cannot be taken for granted. Meetings tend to take up more and more of the workday but provide less and less value when not properly considered and managed before, during and after the actual meeting. This course will help improve communication and meeting management skills by providing best practices, effective tips and techniques, and interactive activities and discussions to reinforce learning.</p>
<b>LENGTH</b>	1 day

<b>PDU</b>	7.5 contact hours
<b>PREREQUISITES</b>	None
<b>BUILDING BLOCK FOR</b>	Ongoing education
<b>MATERIALS</b>	Custom materials provided by The Solarity Group
<b>WHO SHOULD TAKE THIS COURSE</b>	<ul style="list-style-type: none"> <li>This course is intended for adults seeking to improve their skills in communicating in a group or team setting as well as a better understanding of meetings management.</li> </ul>
<b>OBJECTIVES</b>	<p>Upon course completion, students should be able to:</p> <ul style="list-style-type: none"> <li>Identify the factors in interpersonal communications</li> <li>Modify communication strategies to be successful in small and large groups</li> <li>Understand techniques to improve phone and email communications</li> <li>Devise a strategy for working effectively in remote settings, including in telework settings</li> <li>Explain the purpose of various types of meetings and explain the outcomes expected</li> <li>Attend a meeting and perform the role of an effective communicator</li> <li>Prepare for, facilitate, and follow up after a meeting to ensure effective use of organizational resources</li> <li>Document a meeting and distribute minutes or a meeting summary, as appropriate</li> </ul>

## SOLARITY'S COMMONWEALTH OF KENTUCKY TRAINING CONTRACTS



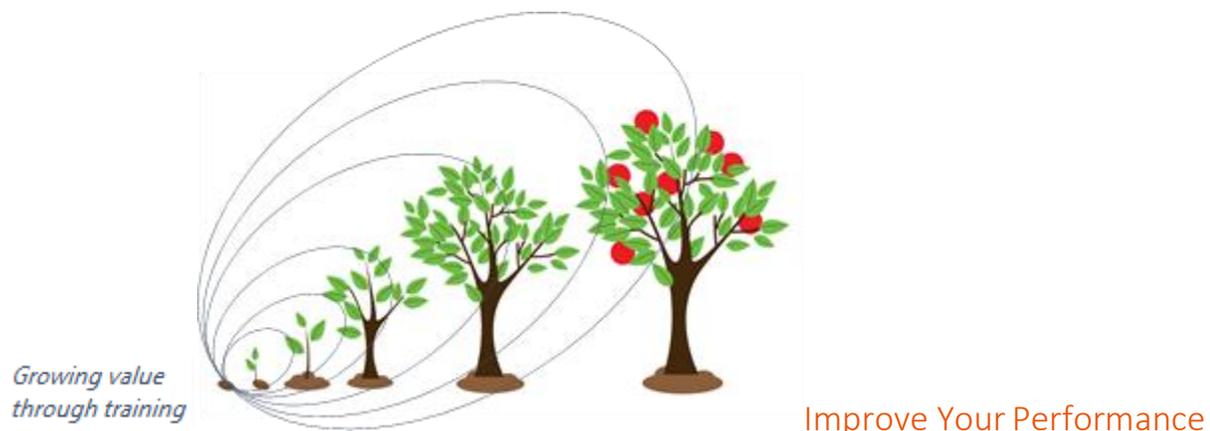
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Solarity's mission is to help people, organizations, and communities

THRIVE!

We have developed an integrated approach to our training and consulting services, designed to integrate quality practices to empower our clients to achieve their desired results.



# SOLARITY

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