



## TRAINING GUIDE

2024

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Frankfort, KY

a HealthTech Solutions Company

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# SOLARITY who are we?

Training and consulting services since 2003

888.272.4494

104 Progress Drive  
Frankfort, KY 40601  
info@solarity.com

Over 180 people strong

Provided services in every state and several international locations

Our trainers actually have recent experience doing the work they are training on

Headquarters in Frankfort, KY and offices nationwide

Can provide Learning Management Systems, Training Coordination or Training as a Service, or custom courses in person, virtually, and/or on demand.

Our training and development practice provides a map of key areas that allow individuals and organizations to gain a clear direction, identify gaps in skills, and provide a clear roadmap to grow.

Our training approach builds a shared awareness and understanding of practices to deliver great results. We provide detailed training experiences allowing participants to deepen their skills and gain mastery in the best practices of their skill area.

You're looking for a complete training solution.

You want to improve and build skills as an individual or an organization.

## you're in good company



BROWN-FORMAN



TEMPUR+SEALY



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# eLearning SOLUTIONS

Utilizing Solarity's Learning Management System (LMS), we can build and enable customized learning solutions, creating a space for both organizations and individual learners to receive specialized training, resources to enhance learning, and serve as a repository for recorded training sessions. This platform enables both learning of new skills and refresher training for Professional Development Units (PDUs) through video and interactive Computer-Based Training modules (CBTs). Existing eLearninging courses include:

## **Team Building**

Learn the definition and objectives of team building, common barriers to team building and strategies to overcome them, and some team building activities.

**.5 PDUs**

## **Medicaid 101**

Series of 3 videos on introduction to Medicaid, health information technology, and MMIS

## **Client Expectations and Lessons Learned CBT**

Learn how to manage client expectations and satisfaction, what a project blueprint is, and the importance of utilizing lessons learned on a project.

**1 pdu**

## **Project Management and Emotional Intelligence**

Cover what emotional intelligence is and why it is so important, the benefits of implementing emotional intelligence, and how to lead and help others with emotional intelligence on your projects.

**.75 PDUs**

## **PMI's Domains, Tasks, and Enablers**

Learn about the domains within which projects occur.

**.5 PDUs**

## **Time Management**

Learn about effective time management skills, goal setting, SMART objectives, and prioritization.

**1 PDU**

# ESSENTIAL SKILLS WORKSHOPS



Designed to stimulate thinking, and increase team awareness and performance, Solarity's workshops can be **customized to each client and need**, in 1 hour or with a full day, interactive session.



## **An Introduction to Design Thinking**

Have you ever been stuck? What can you do when there's a messy situation and you're not sure how to tackle it? Solarity will share an innovative approach to break mental boundaries and overcome problems called Design Thinking. This session allows participants to work together to come up with completely new ways to approach thinking about how to improve processes and overcome persistent problems.

## **Improving Team Performance: Understanding Personal & Team Strengths & Challenges**

Understanding the strengths and challenges of our own personal style tendencies can help us be more productive, achieve greater job satisfaction, and increase effectiveness in project management. This workshop provides each participant with an assessment of their own personal style, and how to use it most effectively to contribute to the team. It provides an outline of strengths and challenges of each style and ways to work more effectively with people who have other styles of working.

## **Shift Happens! Growing Capacity to Manage Technical Change**

Change or die. That's the hard reality facing professionals and organizations in today's quickly evolving technical landscape. Attendees will leave with a basic understanding of three attributes and disciplines for increasing individual and organizational capacity to take advantage of change instead of reacting to it.

## **Time Management:**

### **Key Practices to Maximize the 1,440 Minutes in Each Day**

One of the more precious resources anyone has is his or her time. In order to be effective in business you need to be efficient with your time and priorities. Effective time management skills are the key to getting the most out of each day and surviving the increasing business pressures of 'doing more with less' in an increasing competitive business world. Attendees from any level of an organization will benefit from the tips and techniques discussed during this session to make the most of their time for professional and personal success.

## **Looking Behind the Process Curtain – Using Business Process Framework to Transform Your Business**

How many times do businesses carry on outdated, ineffective, and/or overlapping processes without any idea why? When asked why something is done, how often is the answer "I don't know" or "We've always done it this way"?

Business Analysts enable change by defining needs and recommending solutions that deliver value. We look behind the organizational curtain to search out those hidden stumbling blocks slowing things down and develop new, better ways of doing business.

## **Team Building in Project Management**

Learn the definition and objectives of team building, common barriers to team building and strategies to overcome them and practice some fun team building activities.

## **Scrum Workshop**

Hands on presentation using participant workbooks and scrum guide to teach agile and scrum processes and projects with activities.

# our core areas of expertise

How do we create clear objectives, complete needed tasks with value, develop accurate schedules, manage our budget, while communicating status, risks, and issues to key stakeholders?

## PROJECT MANAGEMENT

How do we gain clear requirements for what we need, while optimizing and clearly sharing our processes?

## BUSINESS ANALYSIS

### ESSENTIAL SKILLS

How can we effectively manage our time, communicate, resolve conflicts, negotiate and solve problems?

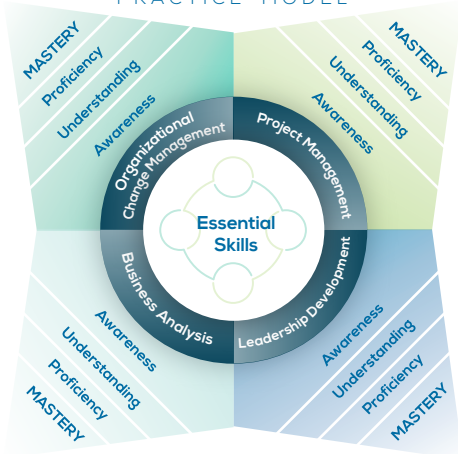
## ORGANIZATIONAL CHANGE MANAGEMENT

How do we ensure change in ways that engage the people affected so that they will adopt the solution and thrive in the new environment?

## LEADERSHIP DEVELOPMENT

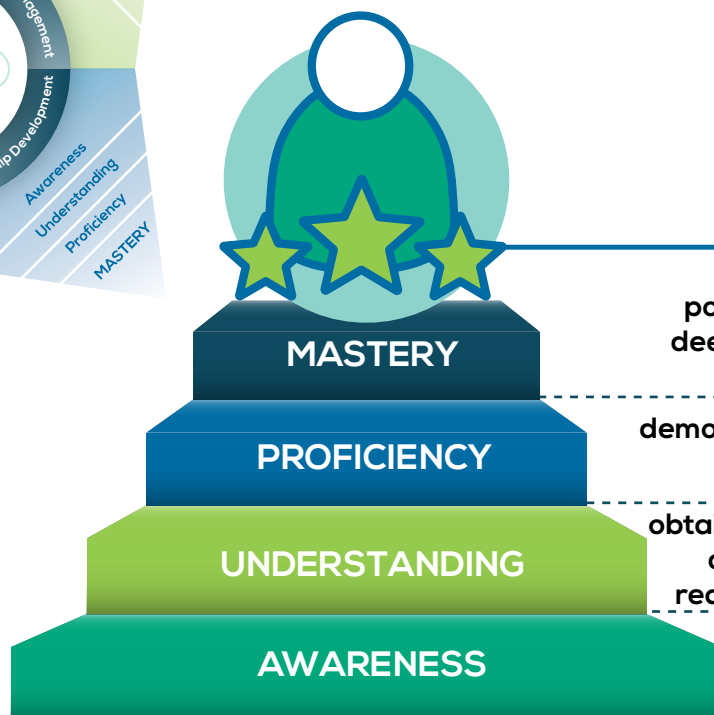
How do we enable leaders with the tools and confidence needed to understand themselves, their strengths and challenges, and how to understand and lead others?

### TRAINING & DEVELOPMENT PRACTICE MODEL



Our holistic approach delivers powerful training at the appropriate level for the individual or the organization, allowing for awareness, understanding, proficiency, and mastery in each discipline. We can deliver programs that enable ALL employees to gain access to the right amount of training needed to function at a high level in their role. For example, team members can benefit from a high-level awareness of all areas, but PMs will need more advanced training to gain proficiency and mastery in their role.

## our training approach



possessing a great skill or technique with deep knowledge of the subject to become a subject matter expert

demonstrating a high degree of competence and expertise of a topic or skill

obtaining sufficient knowledge and learning concepts to fully comprehend a topic or requirement for your field or area of focus

gaining knowledge and being informed of the topic



# **SOLARITY** Practice Model Steps to Mastery

## PROJECT MANAGEMENT



Solarity's reputation as a premier training provider for topics on project management and HealthTech Solutions' designation as an Authorized Training Partner (ATP®) with the Project Management Institute (PMI®) are a winning combination. Some of our most popular courses include our 2-day Best Practices in Project Management and the PMP® Exam Preparation courses. We offer a variety of project management courses to build awareness and understanding of project management fundamentals, proficiency with best practices, and mastery through certification. Our training does not stop there, we provide continuing Professional Development Units (PDUs) to maintain certification and personalized refresher courses.



A HealthTech Solutions Company

# PROJECT MANAGEMENT PROFESSIONAL (PMP)



1 Obtain a basic understanding of project management vocabulary and skills by starting with our free **Project Management Primer** training

2 Learn some project management foundational knowledge and skills in our **Project Management Foundations** training.

3 Sign up for our 5-day **PMP®/CAPM® Exam Preparation** training. This course uses the approved PMI® Authorized Training Partner curriculum as well as provides test taking strategies, tips and tricks for passing the PMP exam, and application assistance. This training satisfies the required 35 hours of formal project management education required to sit for the exam. The course includes:

- a. The newest edition of the Project Management Body of Knowledge (PMBOK®) Guide and the Agile Practice Guide.
- b. Access to the LMS and specialized materials and study session videos.
- c. Individualized assistance with the PMP® exam application.
- d. A full-length practice exam and an individualized study plan and test date.

4 Complete your application and schedule your exam.

5 Stick with your study plan and take the second practice exam offered on the LMS. Your trainer is available to assist with any questions while you study for your exam.

6 Pass the exam and become an awesome project manager!

7 HealthTech Solutions/Solarity offers a **Best Practices in Project Management** training to help you transition into the certified project management world with real-world project management skills and tools.

At HealthTech Solutions and Solarity, a HealthTech Solutions Company, we offer more than just classes on project management. We focus on an integrated practices management model providing a complete training solution for our clients. We offer awareness in the basics of project management; understanding of what project management is and what it means to be a certified project manager; proficiency in project management skills; and mastery of those skills in order to pass the rigid PMP® exam for certification. Our trainings go far beyond live and virtual sessions. Our trainers work with you to provide study plans and additional materials; PMP®/CAPM® application assistance and review; tips, tricks, exercises, and practice exams; customized learning management system access; and personal access to an actual trainer to assist you through the certification process.

## PMP CERTIFICATION REQUIREMENTS:

- A four-year degree
- 36 months leading projects
- 35 hours of project management education/training or CAPM® Certification

OR

- A high school diploma or an associate degree (or global equivalent)
- 60 months leading projects
- 35 hours of project management education/training or CAPM® Certification

## DID YOU KNOW?

More and more employers are requiring their project managers to be certified (PMP®). Research indicates that employers will need to fill nearly 2.2 million new project-oriented roles each year through 2027.

PMP® certification provides credibility, enhances opportunities, and proves you have what it takes to deliver a project on time and in budget and scope.

Among all countries, the median salary for project managers with a PMP® is 25% higher than those without.



# PROJECT MANAGEMENT PRIMER

Length: **2 hours**

PDUs: **2 contact hours**

Prerequisites: **None**

a Solarity  
featured course

**custom materials**  
provided by Solarity

MASTERY

PROFICIENCY

UNDERSTANDING

AWARENESS

SOLARITY  
PRACTICE MODEL:  
**AWARENESS**

- Access to the Solarity LMS including the recording for the training
- Project management template

## WHO SHOULD TAKE THIS COURSE

- Beginning project managers, project coordinators, "accidental" project managers, and other team members who need to understand basic project management terminology and processes
- Not-for-profit organizational leadership
- New organizational leaders looking for a basic understanding of what project management involves
- Anyone who would like to investigate project management as a career.

This course provides a high-level awareness of project management fundamentals. Participants learn from experienced project managers and are encouraged to bring their own project ideas to contemplate during the session providing for learning in an educational, yet fun environment, that promotes understanding and confidence. Participants leave with a basic understanding of what project management is and why it is important. This course serves as a foundation on which our other project management courses build.

## OBJECTIVES

- Understand basic project management vocabulary
- Describe the importance and value of project management for project success
- Learn application of basic project management skills using tools, templates, and techniques.

a building block course for...

Project Management  
Foundations

Agile Project  
Management

Best Practices in  
Project Management

PMP Exam  
Preparation

# PROJECT MANAGEMENT FOUNDATIONS

Length: **5 hours**

PDUs: **4.5**

Prerequisites: **None**

a Solarity  
featured course

**custom materials**  
provided by Solarity



This course provides the foundation to the **Best Practices in Project Management** course. This course is taught by experienced project managers and is designed to provide foundational understanding of project management skills to those managing and/or helping on projects in any industry. Participants are encouraged to bring their own project ideas to discuss during the course providing for hands-on learning in a fun, interactive environment. Participants leave with a more in depth understanding of what project management is, basic leadership skills, and some tools and templates to put into immediate use back at work. This course can be configured based on client needs.

- Access to the Solarity LMS including the recording for the training
- Project management templates
- Various resources, videos, & materials

## WHO SHOULD TAKE THIS COURSE

- Beginning project managers or team members who need to understand foundational project management principles, terminology, and processes.
- Those who have experience in managing projects but want to learn more about the terms, concepts, and practices used in formal project management as defined by the Project Management Institute.

## OBJECTIVES

- Understanding what project management is and basic leadership skills;
- Understanding how project management relates to organizational change management;
- Understand how to initiate, plan, execute, measure, and close a project; and
- Learn some foundational tools and templates used in formal project management.

a building block course for...

Best Practices in  
Project Management

Agile Project  
Management

PMP Exam  
Preparation

Business Analysis  
Courses

# BEST PRACTICES OF PROJECT MANAGEMENT

Length: **2 days**  
PDUs: **14 contact hours**  
Prerequisites: **None**

a Solarity  
featured course  
**custom materials**  
provided by Solarity

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**



This course provides a solid understanding and proficiency of best practices in project management 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, plan, execute, monitor, and successfully complete projects small and large. Participants are encouraged to bring their own project ideas to discuss during the course providing for hands-on learning in a fun, interactive environment. This course serves as a foundation to the PMP® Exam Preparation course and as a real-world view of project management best practices after certification. This course can be configured based on client needs and can be paired with many of our other courses.

- Access to the Solarity LMS including the recording for the training
- Project management templates
- "Just Enough Project Management" by Curtis R. Cook

## OBJECTIVES

- Utilize project management vocabulary and processes that are shared across different industries;
- Apply project management best practices within your work environment;
- Describe the importance and value of project management, best practices, and related benefits for successful projects;
- Select the appropriate project management tools and techniques to deliver results on time, in budget, and with value;
- Obtain the "hands on" application of project management using the appropriate tools, templates, and techniques;
- Articulate the relationship between project management and organizational change management.

## WHO SHOULD TAKE THIS COURSE

- Project managers who need to be proficient or have a refresher on project management best practices (based on the Project Management Institute's standards), principles, terminology, and processes.
- Team members who assist or will assist with project management activities.
- Anyone wanting to take the PMP® certification exam.

a building block course for...

PMP Exam  
Preparation

Agile Project  
Management

Business  
Analysis

Change Management  
courses

# PMP® / CAPM® EXAM PREPARATION

a Solarity  
featured course

SOLARITY  
PRACTICE MODEL:  
**MASTERY**



Length: **5 days**  
PDU: **35 contact hours**

## MATERIALS:

- PMI's PMP® Exam Prep courseware including the digital student manual
- Copy of the current Project Management Body of Knowledge (PMBOK®) Guide and the Agile Practice Guide
- Project management guidelines, templates, and other materials
- Access to eLearning materials on the LMS and exam resources
- 2 full length practice exams
- Highly effective study materials created by Solarity to accelerate your understanding of the PMP® exam
- Access to your instructor to help further understanding, provide guidance, answer questions, and provide support
- Solarity PMP Experience Worksheet to assist with the PMP® exam application

This course is specifically designed to assist participants in preparing for the Project Management Professional (PMP®) exam, given by the Project Management Institute (PMI®). Solarity, a HealthTech Solutions Company, is an Authorized Training Partner with PMI® and our trainer is certified through PMI's Train-the-Trainer program. This highly personalized five-day course allows participants 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, targeted materials, and two full length practice exams that will assist participants in reviewing for and passing the PMP® exam. This course will also prepare participants for the Certified Associate in Project Management (CAPM®) exam. When participants register to take this course, they gain access to a certified trainer and specialized materials with a level of engagement that goes beyond just attending the course. Solarity, a HealthTech Company, is different from our competitors in our delivery of this course. With us, participants get the added value of direct access to templates, guides, tools, and the trainer to help prepare for the PMP® exam. We take a personal interest in our participants because your success is our success! We also offer additional services for this course.

# PMP® / CAPM® EXAM PREPARATION

## WHO SHOULD TAKE THIS COURSE

- Professionals from any industry who wish to obtain the PMP® or CAPM® certification.
- Experience needed For PMP® Certification (over the past eight years):  
4500 hours of PM experience (for holders of a baccalaureate degree) or  
7,500 hours of PM experience (for high school graduates, Associates' degree or  
the global equivalent)

## OBJECTIVES

**Upon course completion, students will be able to:**

- Prepare for the PMP®/CAPM® certification exam by learning PMI's concepts of:
  - Keep the business environment in mind;
  - Plan and manage the project;
  - Create a high performing team;
  - Execute and assess the project work; and
  - Keep the team on track.
- 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®;
- Articulate the Professional and Social Responsibilities of being a Project Management Professional to align with the PMI® Code of Ethics and Professional Conduct;
- Articulate tips to answering PMP® questions, tricks for exam-taking, and ways to effectively study to achieve success on the exam;
- Apply project management knowledge to situational questions to select the appropriate answer to achieve success on the exam;
- Identify weak areas of project management knowledge to allow for additional focused study.

a building block course for...

PMI PMP® Exam Preparation

PMI CAPM® Exam Preparation

Microsoft Project



# INTRODUCTION TO AGILE

SOLARITY  
PRACTICE MODEL:  
**AWARENESS and  
UNDERSTANDING**

Length: **1 day**  
PDU: **7.5 contact hours**  
Prerequisites:  
**Project Management Primer**  
**Project Management Foundations**



This course introduces the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management. This interactive, hands-on course builds on the awareness of common terminology, Agile best practices, and exercises to supplement and enhance your understanding of Agile concepts to help you become a more proficient Agile practitioner. Participants will also take part in an accelerated sprint to practice the Agile concepts. This course serves as a foundation to our Agile Project Management course, can be configured based on client needs, and can be paired with many of our other courses.

## WHO SHOULD TAKE THIS COURSE

- Anyone with basic understanding of general project management practices.
- Anyone exploring project management (PMP®) certification.
- Anyone working in an Agile environment.
- Anyone seeking Agile certification (Agile Practitioner, Scrum Master, etc.)

## OBJECTIVES

- Introduce the basics of Agile development;
- Discuss the advantages and pitfalls of Agile;
- Define and work through a Sprint;
- Define Agile development and differentiate it from traditional Waterfall processes;
- Describe the stages of the Agile development cycle and identify the factors that promote project success; and
- Understand the nuances of leading and working with Agile teams.

### custom materials

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- "Agile Practice Guide" by PMI®

a building block course for...

Agile  
Project Management

PMP® / CAPM®  
Exam Prep Course

Agile / Scrum  
Certifications

# AGILE PROJECT MANAGEMENT

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

Length: **2 days**

PDU: **14 contact hours**

Prerequisites: **Intro to Agile**  
**PM Primer**  
**PM Foundations**



In today's fast-paced business world, Agile and hybrid project development approaches are utilized at an all-time high by many different industries (it is not just for the software industry anymore). Project managers and project teams need to be more flexible in their approach. This course provides a solid understanding of the fundamental best practices of Agile approaches in a format that replicates a 2-day Agile Iteration Cycle. Participants learn concepts, terms, tools, and techniques from experienced Agile project managers that they can use to successfully work with their organizations and teams to complete Agile projects successfully. Additionally, participants are encouraged to bring their own projects to work on for the "hands-on" exercises in a conducive learning environment that promotes confidence. Participants will leave with proficient knowledge of what it will take to succeed with the real-world projects they are working on. This course can be configured based on client needs.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- "The Project Manager's Guide to Mastering Agile" by Charles G. Cobb

## WHO SHOULD TAKE THIS COURSE

- Project managers, project coordinators, "accidental" project managers, and other team members who practice Agile project management
- Experienced project managers who need to refresh/update their skills to support Agile projects
- Anyone who would like to take the PMP® exam and/or pursue Agile/Scrum certifications.

## OBJECTIVES

- Utilize common Agile and project management vocabulary and processes that are shared across different industries
- Describe the importance and value of project management, Agile best practices, and related benefits for project success
- Select the appropriate Agile project management tools and techniques to deliver results on time, in budget, and with value
- Learn hands-on application of Agile project management using basic tools, templates, and techniques
- Apply best practices of the Agile practice; and
- Prepare for Agile/Scrum certification.

a building block course for...

**PMP® /CAPM®  
Exam Prep Course**

**Agile / Scrum  
Certifications**

# Basics of Disciplined Agile

Length: **2 days**

PDU: **14**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

**This course teaches the concept behind the Disciplined Agile toolkit and teaches participants how to choose the right approach for their project and improve their team's way of working. Disciplined Agile is not a framework, but rather a toolkit that shows you how to effectively combine strategies from today's most in-demand agile and lean techniques in a tailorable and scalable manner.**

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a basic understanding of the Disciplined Agile toolkit.

## OBJECTIVES

- Understand the DA mindset and its underlying principles;
- Learn about the fundamentals of agile and lean;
- Learn about the 6 life cycles of DA;
- Learn about choosing your way of working; and
- Learn how to apply the DA toolkit.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Course materials and other resources as provided by the trainer

a building block course for...

**Project  
Management**

**DA  
Certifications**

**Leadership  
Skills**

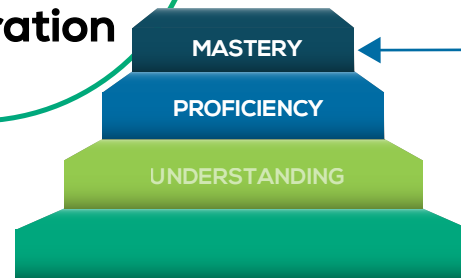
# Disciplined Agile Scrum Master (DASM) Exam Preparation

SOLARITY  
PRACTICE MODEL:  
**MASTERY**

Length: **2 days**

PDU: **14**

Prerequisites: **none**



This course is for those getting started with Disciplined Agile. Participants will understand the fundamentals of agile and lean approaches as well as how to implement the Disciplined Agile toolkit. The DASM certification equips you to successfully lead agile teams, thereby future-proofing your career in a world in which agile is fast becoming the way forward. By taking this course – and becoming DASM certified – you will understand how to customize your way of working to the approach that makes sense for the situation you face in your organization and industry.

## WHO SHOULD TAKE THIS COURSE

- Professionals who wish to obtain the PMI DASM® certification. You will need:
  - 0 years agile experience
  - 2 day exam prep course
  - Pass a 50 question non-proctored online exam

## CUSTOM MATERIALS

- Access to eLearning materials on the LMS and exam resource
- Highly effective study materials created by Solarity
- Access to your instructor to help further understanding, provide guidance, answer questions, and provide support

## OBJECTIVES

- Grasp the fundamentals of agile and lean, and how you can practically use both approaches to produce value for your teams;
- Explore multiple agile and lean techniques from methods such as Scrum, Kanban, SAFe®, and more;
- Understand how to put these techniques into practice and ensure successful agile implementation;
- Appreciate the DA™ mindset and its underlying principles, such as pragmatism, the power of choice, and adapting to context; and
- Learn how to apply the Disciplined Agile tool kit to discover the most effective way of working (WoW) for you, and your team in your unique situation.

a building block course for...

PMI-DASM®  
Exam

Leadership  
Skills

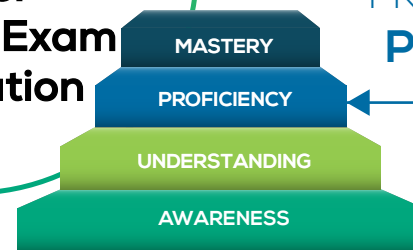
Professional  
Development

Length: **2 days**

PDU: **14**

Prerequisites: **none**

## Disciplined Agile Senior Scrum Master (DASSM) Exam Preparation



SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

This course helps participants accelerate their ability to take on more complex initiatives and lead agile teams using Disciplined Agile. DASSM teaches experienced agile practitioners how to use the Disciplined Agile toolkit to optimize how teams work, work with allies within their organization, and solve a variety of advanced problems. This course prepares you to take the DASSM exam and start using Disciplined Agile immediately within your leadership role.

## WHO SHOULD TAKE THIS COURSE

- Professionals who wish to obtain the PMI DASM® certification. You will need:
  - 0 years agile experience
  - 2 day exam prep course
  - Pass a 50 question non-proctored online exam

## OBJECTIVES

- Take a deep dive into the DA tool kit to develop a comprehensive understanding of the hundreds of practices and strategies it contains and the trade-offs of applying them;
- Learn how to apply the DA tool kit to guide your teams in choosing and evolving your best way of working (WoW) in any situation;
- Use the DA tool kit to solve complex challenges commonly encountered in both software and operational business teams;
- Learn how to lead agile teams through key enterprise activities, such as planning, coordinating, and reporting, and be ready to show your improvements in areas where your organization is struggling; and
- Understand how to improve value delivery for your customers by empowering others in your organization, nurturing emotional intelligence, and resolving conflicts.

## CUSTOM MATERIALS

- Access to eLearning materials on the LMS and exam resource
- Highly effective study materials created by Solarity
- Access to your instructor to help further understanding, provide guidance, answer questions, and provide support

a building block course for...

PMI-DASM®  
Exam

Leadership  
Skills

Professional  
Development



# PMI® Agile Certified Practitioner (PMI-ACP) Exam Preparation

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**



Length: **3 days**

PDU: **21**

Prerequisites: **agile experience**

If you are experienced using agile approaches, have good collaboration skills, eagerly embrace complexity, and thrive on rapid response times, then your talents are in demand. The PMI Agile Certified Practitioner (PMI-ACP) formally recognizes your knowledge of agile principles and your skill with agile techniques. PMI-ACP certification was created by agilists for agilists. Organizations that are highly agile and responsive to market dynamics complete more of their projects successfully than their slower-moving counterparts—75 percent versus 56 percent—as shown in our 2015 Pulse of the Profession® report. This course spans many approaches to agile such as Scrum, Kanban, Lean, extreme programming (XP) and test-driven development (TDD) to increase participant's versatility and prepare to take the PMI-ACP exam.

## WHO SHOULD TAKE THIS COURSE

- Professionals who wish to obtain the PMI-ACP® certification. You will need:
  - Secondary educational degree
  - 21 education hours (satisfied by this course)
  - 12 months of general project experience within the last 5 years. A current PMP® or PgMP® will satisfy this requirement but is not required.
  - 8 months of agile project experience within the last 3 years
  - Pass a 120 question proctored exam
- instructor to help further understanding, provide guidance, answer questions, and provide support

## OBJECTIVES

- Learn how to effectively apply agile techniques to just about any project;
- Discover the many ways that you can use agile to your advantage;
- Become familiar with topics, concepts, and questions on the exam;
- Learn the seven domains covered on the exam;
- Learn how to submit your application for the exam (with help from your instructors); and
- Learn agile tools and techniques, and knowledge and skills need to pass the exam.
- guidance, answer questions, and provide support

## CUSTOM MATERIALS

- Access to eLearning materials on the LMS and exam resource
- Highly effective study materials created by Solarity
- Access to your instructor to help further understanding, provide guidance, answer questions, and provide support

a building block course for...

PMI-ACP®  
Exam

Leadership  
Skills

Professional  
Development

# Project Procurement Management

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**

SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**



This course explains the processes, tools, and techniques used by project managers and project teams for project procurement management. Participants learn how to develop a procurement strategy, identify potential sellers, and whether to acquire goods and services from outside of the project versus acquiring training for resources on the project team. This course is taught through hands-on activities led by an experienced project manager and is based on both the PMBOK® Guide version 6 and version 7 incorporating best practices of project management from PMI®.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to enhance their procurement management skills.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Define procurement within the context of a project;
- Develop a procurement management plan;
- Learn the various roles and responsibilities and contract types;
- Learn about effective tools and techniques in procurement management;
- Learn to identify common criteria for selecting sellers;
- Learn the activities involved in controlling procurements and ensuring sellers are conforming to project requirements;
- Learn high-level negotiation techniques; and
- Learn what closing a procurement involves.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including recordings and materials
- Project management templates

a building block course for...

Project  
Management

Ongoing  
Education

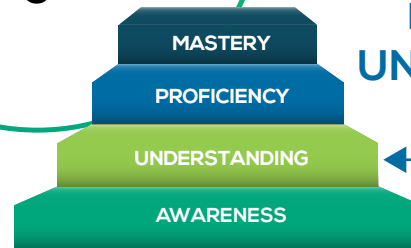
Leadership  
Skills

# Project Scope Management

Length: **1 day**

PDUs: **7.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

Scope management focuses on balancing the needs of stakeholders with the project vision to determine the project and product scopes. Participants will learn how to develop a plan to determine, manage, and control the scope of a project through hands-on activities led by an experienced project manager. This course is based on both the PMBOK® Guide version 6 and version 7 incorporating best practices of project management from PMI®.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to enhance their scope management skills.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Learn how to define scope and create a project scope statement;
- Learn the different methods, tools, and techniques for collecting requirements;
- Learn to analyze requirements to ensure they meet project objectives;
- Learn to create a WBS;
- Learn how to create scope baselines and performance measurement baselines and how to use them to measure project success;
- Learn how to complete project review reports and lead meetings; and
- Learn to use specific tools and techniques to complete scope management activities for a successful project.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including recordings and materials
- Project management templates

a building block course for...

Project  
Management

Ongoing  
Education

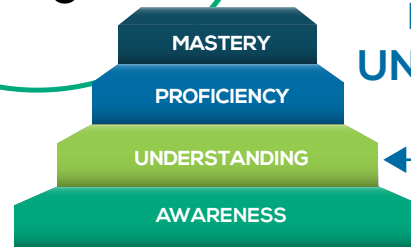
Leadership  
Skills

# Emotional Intelligence for Project Managers

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

Emotional intelligence is the ability to identify and control emotions to achieve positive outcomes in relationships. Project managers with high emotional intelligence are better equipped to deal with team members, vendors, sponsors, and other stakeholders and to handle and resolve conflicts. In this course, participants learn what emotional intelligence is and why it is so important, the benefits of implementing emotional intelligence, and how to lead and help others with emotional intelligence. This course is based on PMI® best practices for project managers.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to enhance their emotional intelligence.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Learn the role of emotional intelligence for project managers;
- Learn how to improve emotional intelligence to improve project management performance;
- Recognize how to use emotional intelligence to influence others; and
- Learn essential emotional intelligence key factors.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials

a building block course for...

Project  
Management

Ongoing  
Education

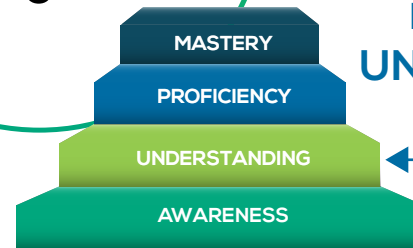
Leadership  
Skills

# Project Integration Management

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

Integration management includes characteristics of unification, consolidation, communication, and interrelationships. These actions should be applied from the start of a project through completion. This is why we have and need project managers. Participants learn about making choices about resource allocation, balancing competing demands, examining alternative approaches, tailoring processes to meet project objectives, and managing interdependencies among the project management processes using hands-on activities taught by an experienced project manager. This course is based on both the PMBOK® Guide version 6 and version 7 incorporating best practices of project management from PMI®.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to enhance their project integration skills.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Describe the overlapping nature of the interaction between the project management processes and process groups;
- Learn the ways in which inputs and outputs of various processes determine the relationship between the processes;
- Learn the processes of project integration management; and
- Learn to use specific tools and techniques to complete integration management activities for a successful project.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including recordings and materials
- Project management templates

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills



# Project Quality Management

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**

SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**



This course explains how the project manager and the project team can plan for, execute, and control quality on a project. Participants will learn how the project team ensures that a project is completed at the level of quality required by all stakeholders using hands-on activities led by an experienced project manager. This course is based on both the PMBOK® Guide version 6 and version 7 incorporating best practices of project management from PMI®.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to enhance their quality management skills.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Define quality, quality planning, quality assurance, and quality control;
- Explain what aspects of quality assurance and quality control need to be decided on and budgeted for;
- Learn how the project team should balance the cost of quality with its benefits;
- Distinguish between quality assurance and quality control;
- Learn how to identify ineffective processes and how to implement process improvement;
- Learn how to use statistical sampling, inspection, and visual representations to control quality; and
- Learn to use specific tools and techniques to complete quality management activities for a successful project.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including recordings and materials
- Project management templates

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

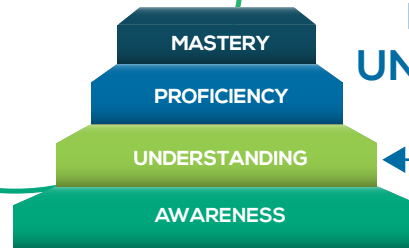
# Project Cost Management

Length: **6 hours**

PDU: **5.5**

Prerequisites: **none**

SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**



In this course, participants will learn the general approaches to cost management as well as the methods that are used to estimate and budget for project costs. Participants will also learn about the interrelationships of various cost control concepts and how to respond to project budget overruns. This course is taught through hands-on activities led by an experienced project manager and is based on both the PMBOK® Guide version 6 and version 7 incorporating best practices of project management from PMI®.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to enhance their cost management skills.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Define cost management and its associated cost management plan;
- Explain the various inputs of and methods for estimating activity cost;
- Describe how to aggregate activity costs to determine budget and both periodic and total project funding requirements;
- Identify the cost baseline and performance measurement baseline and their importance in earned value management;
- Calculate planned value, earned value, actual cost, cost variance, and cost performance index;
- Calculate the budget at completion, estimate at completion, estimate to complete, and the to-complete performance index and use these concepts to forecast the cost requirements of a project;
- Identify the warning signs that a project is falling behind schedule or overrunning its budget and explain the various possible responses; and
- Learn performance-reporting techniques and updates to project documentation.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including recordings and materials
- Project management templates

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

## PROJECT SCHEDULE MANAGEMENT

SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING/  
PROFICIENCY**

Length: **1 days**

PDU: **7.5 contact hours**

Prerequisites: **PM Primer**  
**PM Foundations**



All projects face scheduling challenges. This course includes all the processes that are required to manage the timely completion of a project and teaches participants an understanding of the best practice processes of managing your project schedule, defining activities, sequencing activities, finding resources, and estimating the durations of the activities that make up your schedule. With this information, participants will be ready to proficiently develop a realistic project schedule. This course provides a wide range of tools and techniques that participants can apply immediately on their projects and are encouraged to utilize their own projects for hands-on activities. This course can be configured to meet client needs.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to manage their schedules more effectively.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Learn guidelines for developing a successful project schedule;
- Learn how to plan your schedule and identify scheduling requirements;
- Learn how to proactively plan for changes in schedules; and
- Learn how to measure and report on schedule performance and control your schedule.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- Other resources provided by trainer

a building block course for...

Project Management  
Courses

Ongoing  
Education

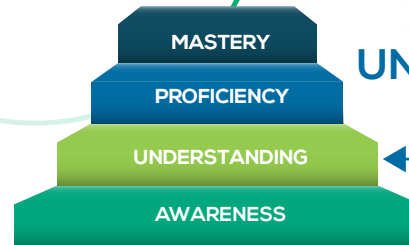
Leadership  
Skills

# BEST PRACTICES IN RISK MANAGEMENT

Length: **1 days**

PDU: **7.5 contact hours**

Prerequisites: **PM Primer**  
**PM Foundations**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

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® principles, this course provides tools and techniques that will help participants focus on those things that are most likely to cause your project to succeed or fail relative to risks. Participants learn about allocating time and resources most efficiently in risk management and how to work with stakeholders to increase the chances of project success. Participants 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 and can be configured to meet client needs.

## WHO SHOULD TAKE THIS COURSE

- Project managers, functional managers, and team members who want to gain better control over the conditions on their projects.
- Anyone who wishes to enhance their risk management knowledge.
- Anyone seeking continuing education.

## OBJECTIVES

- Understand where project risks may occur;
- Understand and describe risks as both opportunities and threats;
- Understand and describe risk management best practices;
- Utilize tools and techniques for classifying and identifying, analyzing, prioritizing, quantifying, and monitoring and controlling risks and improving risk management; and
- Understand how risk management is utilized in Agile projects.

### custom materials

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- "Identifying and Managing Project Risks" by Tom Kendrick

a building block course for...

Ongoing  
Education

other Project  
Management topics

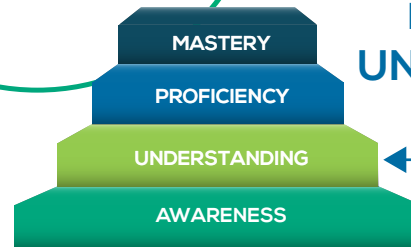
Agile Project  
Management

# Effectively Managing Project Stakeholders

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

This course, based on the best practices from the PMBOK® Guide, helps project managers understand risks and resolve issues that may emerge from project stakeholder engagement. Participants will learn familiar strategies for managing stakeholder engagement and expectations and explore common stakeholder issues. This course is designed with simulated conversations and interactions that may occur among stakeholders to help participants breakdown the different elements from these interactions and prepare an appropriate response.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to manage stakeholders more effectively.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## OBJECTIVES

- Learn how to diagnose the underlying causes of stakeholder problems;
- Learn how to apply tips and strategies from experience project managers to resolve issues among stakeholders;
- Refine the ability to effectively manage projects and interact with project stakeholders; and
- Effectively engage and empower stakeholders.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills



## Lean Basics

Length: **5 hours**

PDU's: **4.5**

Prerequisites: **none**

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Lean principles.

SOLARITY  
PRACTICE MODEL:  
**AWARENESS**



**Lean is an approach to organizational processes that seeks to minimize waste and**

**increase value for the customer. Starting off as an approach to manufacturing processes, Lean has expanded into all industries including services industries. In this course, participants learn about the core concepts needed to successfully apply Lean strategies to organizational operations. Key ideas are presented in an interactive and integrative environment to help participants better understand the core and fundamental elements of a Lean application. Case studies from experienced Lean professionals provide real-world advice and counsel for participants to ensure awareness and understanding of critical knowledge and information.**

## OBJECTIVES

- Identify the key principles and practices of an effective Lean approach;
- Describe the benefits that a Lean application can provide to organizations, supply chains, and value streams;
- Assess the impact of culture in Lean environments;
- Illustrate the role that just-in-time and jidoka standards play in Lean implementation;
- Formulate strategies for eliminating the waste and non-value-added activities in work systems and processes; and
- Explain how the interconnectivity of Lean concepts leads to continuous advancement and breakthrough improvements in the workplace.

a building block course for...

Fundamentals of  
Lean Management

Project  
Management

Ongoing  
Education

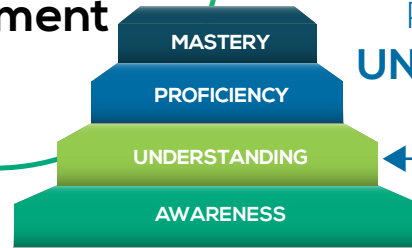
Leadership  
Skills

# Fundamentals of Lean Management

Length: **1 day**

PDU: **7**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

**Lean is an approach to organizational processes that seeks to minimize waste and increase value for customers. This course provides a solid understanding of the fundamentals of Lean management. Experienced Lean practitioners teach participants learn some of the key 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 real-world scenarios for the hands-on exercises during the course to reinforce concepts and learning. This course serves as the foundation on which our other Lean management/Lean Six Sigma/Six Sigma development courses build, and it can be customized based on client needs.**

## WHO SHOULD TAKE THIS COURSE

Any professional seeking career growth in the quality management sector or simply to get a fundamental understand of and hands-on experience working with Lean principles.

## OBJECTIVES

- Utilize common Lean management vocabulary;
- Understand the 8 common types of waste in the workplace;
- Apply the 5 S' of Lean management within your work environment;
- Understand some of the Lean management tools, techniques, and complimentary methodologies available;
- Understand how Lean can be utilized across a variety of organizational types;
- Apply Lean management assessment and implementation techniques within your work environment;
- Obtain the "hands-on" application of Lean management using basic tools, templates, and techniques; and
- Articulate the relationship between Lean management and Six Sigma.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including recordings and materials

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

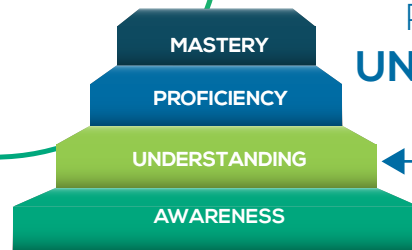
# TIME MANAGEMENT

SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

Length: **6 hours**

PDU: **5.5**

Prerequisites: **PM Primer**



One of the more precious resources a person has is their time. Effective time management helps employees and their managers achieve their goals. This course provides participants with tools and techniques that help them focus on identifying and managing time both personally and in projects. Participants can become more effective by employing time management techniques, delegating, outsourcing key tasks, and employing technology. This course can apply to any industry, from higher education to healthcare to information technology, and can be configured to meet client needs.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to manage their time more effectively.
- Project managers and team members who want to gain better control over the conditions on their projects.
- Experienced managers who wish to enhance their skills.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Other resources provided by trainer

## OBJECTIVES

- Understand the key outcomes and goals of effective time management;
- Assess your attitudes about your relationship to time and time management;
- Recognize the common causes of procrastination and identify ways to eliminate your own procrastination;
- Describe the key attributes of effective goals and recognize the importance of establishing personal and professional goals;
- Identify some common methods for prioritizing tasks;
- Identify the value and purpose of common time management tools;
- Identify the steps in the delegation process and recognize guidelines for appropriate task delegation;
- Identify strategies for handling daily tasks and distractions.

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

Project Schedule  
Management

# SOLARITY Practice Model

Steps to  
Mastery

## BUSINESS ANALYTICS



Through our training services, our skilled business analysts help increase business analysis knowledge and skills for continuous improvement. We offer a variety of business analysis courses to build awareness and understanding of business analysis principles and proficiency with best practices of business analysis. Our courses focus on those responsible for managing requirements and identifying business needs in their organization. It is a great value to have proficient business analysts work with project managers to ensure project and product requirements have been fully identified and understood, but a lot of times a business analyst is not available. Therefore, it is recommended that a well-rounded project management gain sufficient awareness and understanding of business analysis processes and techniques. We also offer PMI's Professional Business Analysis certification course upon request.

# SOLARITY

A HealthTech Solutions Company

# BUSINESS ANALYTICS PRIMER

Length: **2 hours**

PDU: **2**

Prerequisites: **None**

**custom materials**  
provided by Solarity

## SOLARITY PRACTICE MODEL: **AWARENESS**



- Access to the Solarity LMS including the recording for the training
- Business Analysis template

This course provides a high-level awareness of business analysis and its benefits. Participants learn common terminology and the skills needed to identify business needs and recommend relevant solutions from an experienced business analyst. This course serves as a foundation on which other business analysis courses build.

## WHO SHOULD TAKE THIS COURSE

- Beginning business analysts, project coordinators, project managers, and other team members who need to understand basic business analysis.
- Anyone who needs to perform business analysis in their current job.
- Anyone who would like to investigate a career as a business analyst.

## OBJECTIVES

- Understand basic business analysis vocabulary;
- Describe the importance and value of business analysis for project success; and
- Learn application of basic business analysis skills using tools, templates, and techniques.

a building block course for...

**BA  
Foundations**

**Best Practices  
in BA**

**Project  
Management**

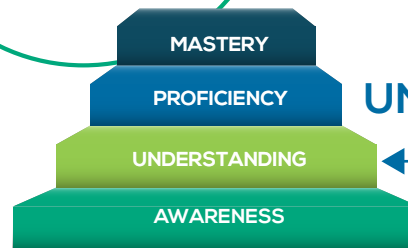
**Ongoing  
Education**

# BUSINESS ANALYTICS FOUNDATIONS

Length: **5 hours**

PDUs: **4.5**

Prerequisites: **BA Primer**  
**OCM Primer**  
**PM Primer**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

## custom materials

- Access to the Solarity LMS including the recording for the training
- Variety of business analysis templates and tools
- "Business Analysis for Practitioners" by PMI®

This course provides the foundation to the **Best Practices in Business Analysis** course. This course is taught by an experienced and certified business analyst and is designed for those who are responsible for managing requirements and identifying business needs in their organization. Participants will learn appropriate business analysis tools and techniques to assist with product and/or solution development and will leave with the understanding of some helpful tools and techniques to immediately put into practice back at work. This course can be configured to client needs.

## WHO SHOULD TAKE THIS COURSE

- Business analysts, project coordinators, project managers, and other team members who need to understand business analysis.
- Anyone who needs to perform business analysis in their current job.
- Anyone who would like to investigate a career as a business analyst.

## OBJECTIVES

- Understand what business analysis is and gain business analysis skills;
- Understand how business analysis relates to project management and organizational change management; and
- Learn some foundational tools and templates used in business analysis.

a building block course for...

Best Practices  
in BA

CBAP®  
Exam Prep

Project  
Management

Ongoing  
Education



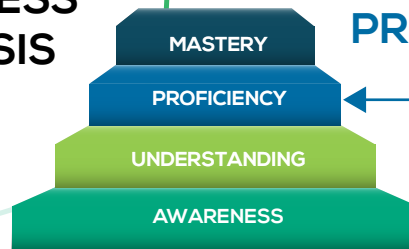
## BEST PRACTICES in BUSINESS ANALYSIS

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

Length: **2 days**

PDU: **14 contact hours**

Prerequisites: **BA Primer**  
**BA Foundations**  
**PM Primer**



This 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. Participants will leave with a proficient understanding of the fundamental building blocks of business analysis and best practices that can be used across all industries. Participants learn the concepts, terms, tools, and techniques needed from experienced business analysts to help any organization analyze its goals and strategic directives to produce quality solutions that fulfill business needs. Additionally, the course focuses on how the business analyst can effectively collaborate with a project team to achieve results. This course provides hands-on exercises to reinforce learning and can be configured to client needs.

### WHO SHOULD TAKE THIS COURSE

- Business analysts, project coordinators, project managers, and other team members who are involved in business analysis activities.
- Experienced business analysts who need to refresh their skills.
- Anyone interested in preparing for the CBAP® exam.

### OBJECTIVES

- Utilize common business analysis vocabulary and processes;
- Apply business analysis principles within various work environments;
- Describe the importance and value of business analysis to successful project and strategic initiative completion;
- Select the appropriate tools and techniques to assist with product or solution development, requirements management, and business needs identification;
- Apply business analysis best practices using tools, templates, and techniques; and
- Describe the relationship between business analysis, project management, and organizational change management.

### CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of business analysis templates and tools
- "The PMI Guide to Business Analysis" by PMI®

a building block course for...

CBAP® Exam Prep

Ongoing  
Education

Project  
Management

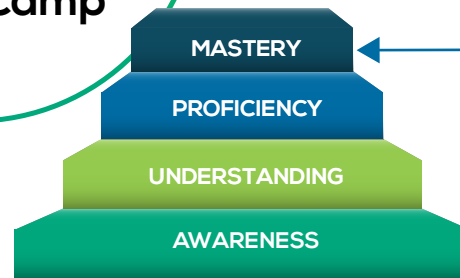
# IIBA® CBAP®/CCBA® Exam Prep Boot Camp

SOLARITY  
PRACTICE MODEL:  
**MASTERY**

Length: **5 days**  
PDU: **35 contact hours**

Accelerate preparation for the  
Certified Business Analysis  
Professional™ (CBAP®) exam by  
attending this boot camp.

Developed and facilitated by CBAP® instructors, this boot camp provides an in-depth, structured approach to understanding the Business Analysis Body of Knowledge (BABOK®). This course concentrates on the key areas of the BABOK® and provides useful memory exercises and discussions to reinforce the concepts detailed in the BABOK®. Participants will learn test taking strategies and gain an understanding of the exam format and the types of questions that are asked on the CBAP® exam and will receive a comprehensive IIBA® CBAP® Exam Prep Study Guide. This course also prepares students equally for the Certification of Competency in Business Analysis™ (CCBA®) exam.



## WHO SHOULD TAKE THIS COURSE

- Business analysts, project coordinators, project managers, and other team members who are involved in business analysis activities.
- Experienced business analysts who need to refresh their skills.
- Anyone interested in preparing for the CBAP® exam.

## OBJECTIVES

- Understand IIBA® CBAP® processes, tools, and techniques;
- Learn the CBAP® exam format and question types;
- Obtain proven test taking strategies; and
- Perform memory exercises and discussion to reinforce core concepts and knowledge areas.

## CUSTOM MATERIALS

- Access to the Solarity LMS including recordings of the training
- Variety of business analysis templates and tools
- IIBA® CBAP® exam Study Guide
- Full practice exam
- Current version of the BABOK® Guide

a building block course for...

Project  
Management

Ongoing  
Education

CBAP®  
Exam Prep

# PMI-PBA® EXAM PREPARATION

a Solarity  
featured course

SOLARITY  
PRACTICE MODEL:  
**MASTERY**



Length: **5 days**  
PDU: **35 contact hours**  
Prerequisites:  
**BA Foundations**  
**Best Practices in BA**  
**PM Primer**

The PMI-PBA certification is one of the fastest growing certifications and demonstrates that certificate holders are competence in all aspects of business analysis, from needs assessment through requirements management and solution evaluation. PMI-PBA certificate holders are recognized experts in the business analysis field, relied on for the most significant projects, and demonstrate commitment to the profession. This course is specifically designed to assist participants in preparing for the Project Management Institute's (PMI®) Professional in Business Analysis (PBA®) exam. Solarity, a HealthTech Solutions Company, is an Authorized Training Partner with PMI® and our trainers are certified through PMI's Train-the-Trainer program. This highly personalized five-day course allows participants focused time to learn and to review the concepts and terms necessary to pass the PBA® exam. Included with the class are tips, tricks, exercises, targeted materials, and two full length practice exams that will assist participants in reviewing for and passing the PBA® exam. When participants register to take this course, they gain access to a certified trainer and specialized materials with a level of engagement that goes beyond just attending the course. Solarity, a HealthTech Company, is different from our competitors in our delivery of this course. With us, participants get the added value of direct access to templates, guides, tools, and the trainer to help prepare for the PBA® exam. We take a personal interest in our participants because your success is our success! We also offer additional services for this course.

## MATERIALS:

- Copy of the current PMI Guide to Business Analysis®
- Business analysis guidelines, templates, and other materials
- Access to eLearning materials on the LMS and exam resources
- 2 full length practice exams
- Highly effective study materials created by Solarity to accelerate your understanding of the PBA® exam
- Access to your instructor to help further understanding, provide guidance, answer questions, and provide support
- Solarity assistance with the PMP® exam application

# PMI-PBA® EXAM PREPARATION

## WHO SHOULD TAKE THIS COURSE

- Professionals from any industry who wish to obtain the PMI-PBA® certification.

## CERTIFICATION REQUIREMENTS

- Experience needed For PBA® Certification (over the past eight years):
  - 35 hours BA education (this course)
  - 36 months experience utilizing BA (for holders of a baccalaureate degree) **or** 60 months experience utilizing BA (for high school graduates, Associates' degree or the global equivalent)

## OBJECTIVES

- Prepare for the PBA® certification exam by learning PMI's concepts of:
  - Needs Assessment;
  - Planning;
  - Analysis;
  - Traceability and Monitoring; and
  - Evaluation.
- Articulate the requirements for the PBA® credential and the application process in sufficient detail to complete the application process;
- Define key business analysis terms and concepts to align with the PMI Guide to Business Analysis®;
- Articulate the professional and social responsibilities of being a certified Professional in Business Analysis;
- Articulate tips to answering PBA® questions, tricks for exam-taking, and ways to effectively study to achieve success on the exam;
- Apply business analysis knowledge to situational questions to select the appropriate answer to achieve success on the exam; and
- Identify weak areas of business analysis knowledge to allow for additional focused study.

a building block course for...

PMI PBA® Exam

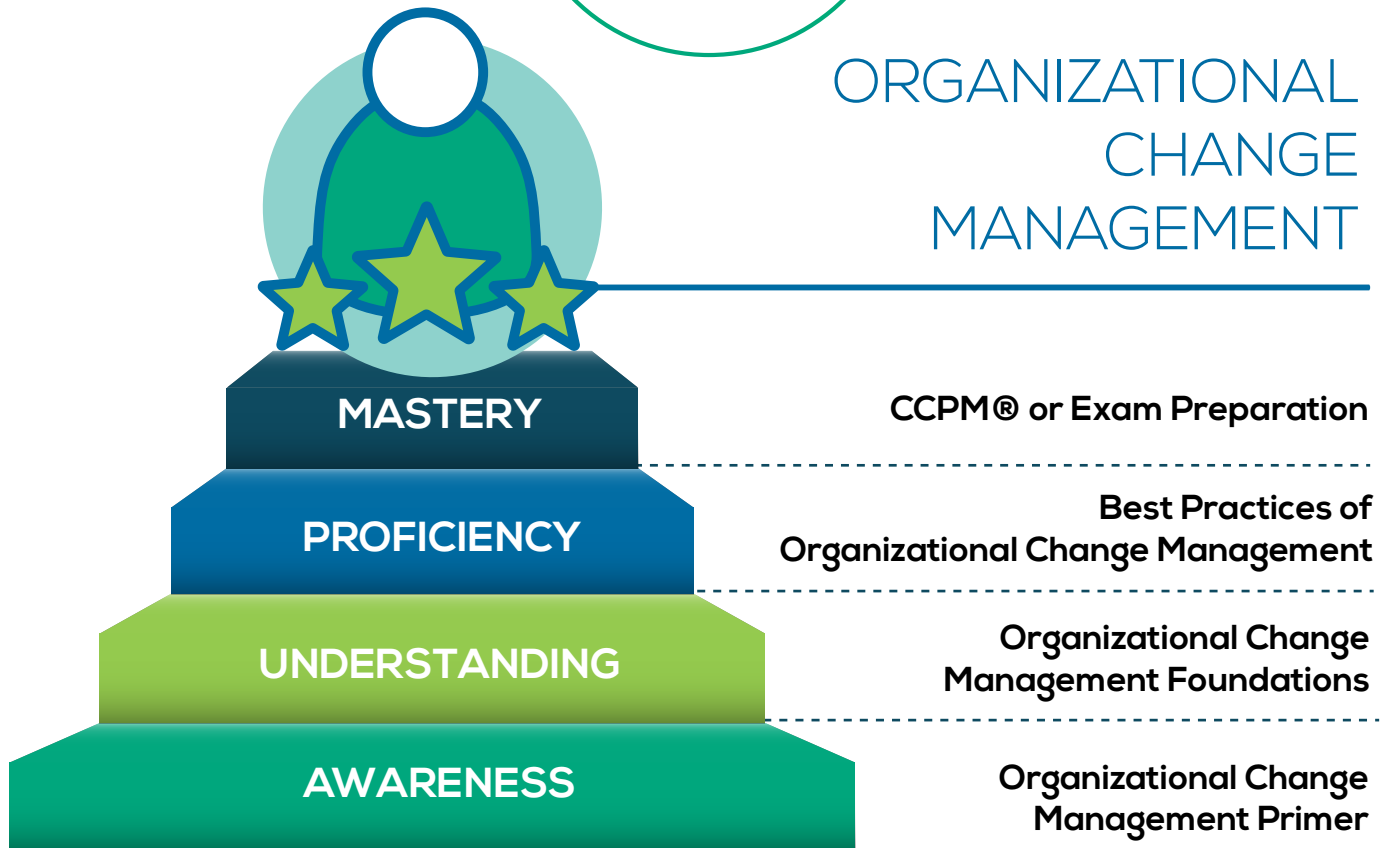
Leadership Skills

Career Growth

# SOLARITY Practice Model

Steps to  
Mastery

## ORGANIZATIONAL CHANGE MANAGEMENT



Any solution can be implemented on time, in budget, and meeting the requirements given, yet can still fail if the people who use it do not want it or don't have the necessary knowledge, ability, or support to use it. Solarity helps organizations navigate the changes they are facing. This can be accomplished through both stand-alone and project-based training. We offer a variety of change management courses to build awareness and understanding of change management principles and build proficiency with best practices. Our OCM courses are geared to help create well-rounded change managers and change teams. It is recommended that a well-rounded project management gain sufficient awareness and understanding of organizational change management.

# SOLARITY

A HealthTech Solutions Company

# ORGANIZATIONAL CHANGE MANAGEMENT PRIMER

Length: **2 hours**

PDUs: **2**

Prerequisites: **None**

**custom materials**  
provided by Solarity

- Access to the Solarity LMS including the recording for the training
- Organizational Change management template

## SOLARITY PRACTICE MODEL: **AWARENESS**



This course provides a high-level awareness of organizational change management practices. Participants learn from experienced project managers how to manage the people side of change and how to take advantage of change as an opportunity. Participants leave with a basic understanding of what organizational change management is, why it is important, and how to manage people through a change. This course serves as a foundation on which other organizational change management courses build. In order to create well-rounded project managers, this course is recommended.

## WHO SHOULD TAKE THIS COURSE

- Beginning project managers, project coordinators, change managers, and other team members who need to understand basic organizational change management.
- Organizational leaders looking for a basic understanding of what organizational change management involves.
- Anyone who would like to investigate project or change management as a career.

## OBJECTIVES

- Understand basic organizational change management vocabulary;
- Describe the importance and value of organizational change management for project success; and
- Learn application of basic change management skills using tools, templates, and techniques.

a building block course for...

OCM  
Foundations

Managing Organizational  
Change & Transition

Best Practices in  
Project Management

Leadership  
Skills



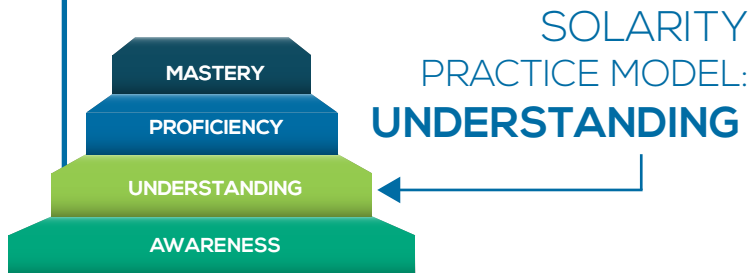
# ORGANIZATIONAL CHANGE MANAGEMENT FOUNDATIONS

Length: **5 hours**

PDUUs: **4.5**

Prerequisites: **OCM Primer**  
**PM Primer**

**custom materials**  
provided by Solarity



- Access to the Solarity LMS including the recording for the training
- Variety of change management templates and tools
- “ADKAR: A Model for Change in Business, Government, and our Community” by Jeffrey M. Hiatt

This course provides the foundation to the Managing Organizational Change and Transition course. This course is taught by experienced project managers and is designed for those who are responsible for implementing or helping to implement changes from projects and other organization-wide changes. Participants will learn about the people side of change management, roles within change management, and some strategies. Participants will leave with the understanding of some helpful tools to immediately put into practice back at work. This course can be configured to client needs.

## WHO SHOULD TAKE THIS COURSE

- Key decision makers, change management teams, change agents, and project managers.
- Anyone responsible for helping others move through changes.
- Organizational leaders looking for an understanding of what organization change management involves.
- Anyone who would like to investigate project or change management as a career.

## OBJECTIVES

- Understand the major roles in organizational change;
- Understand how to assess and move people through a change;
- Gain some organizational change management strategies and tools to put into practice in any industry.

a building block course for...

Career  
Growth

Managing Organizational  
Change & Transition

Best Practices in  
Project Management

Leadership  
Skills

# MANAGING ORGANIZATIONAL CHANGE and TRANSITION

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

Length: **1 days**

PDU: **7.5 contact hours**

Prerequisites: **OCM Primer**  
**OCM Foundations**  
**PM Primer**  
**PM Foundations**



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 a solid understanding of the fundamentals of organizational change management and transitions from experienced change managers utilizing a variety of techniques and tools for effectively guiding their organizations and the people in them through times of change. Additionally, participants are encouraged to discuss changes they have taken part in and reflect on how the concepts in this course can be applied to their own change efforts. Participants will learn a systems approach to managing change, and how change must be managed at both the organizational and individual level in this hands-on, interactive course to be proficient change managers and change team members. This course can be configured to client needs.

## WHO SHOULD TAKE THIS COURSE

- Key decision makers, change management teams, change agents, and project managers.
- Anyone responsible for helping others transition through changes.
- Organizational leaders looking for an understanding of what organization change management involves.
- Anyone who would like to investigate project or change management as a career.

## OBJECTIVES

- Become proficient with the change management system model and distinguish between the two levels of change;
- Define and understand the responsibilities of the three key roles in managing change;
- Understand how change management and project management work together;
- Develop strategies to effectively help people transition through change; and
- Understand different change models and how and when to use each.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including organizational change management templates and materials
- "Leading Change" by John Kotter

a building block course for...

Career Growth

Project  
Management

Leadership  
Skills

# SOLARITY

## Practice Model

Steps to  
Mastery

## LEADERSHIP DEVELOPMENT



Many organizations refer to these as "Soft Skills," but at Solarity, we know that these skills are essential skills needed by all employees in an organization to ensure projects and operations run smoothly. We offer a variety of courses in leadership development, communications, business writing, time management, team building, conflict management, negotiation, and motivation. Some of our existing offerings are listed next. If you do not see a topic that you would like to have a training in, just let us know.



A HealthTech Solutions Company

# Microsoft SharePoint – Beginner

Length: **1 day**  
PDU: **7** Prerequisites:  
**None**

**custom materials**  
provided by Solarity

MASTERY

PROFICIENCY

UNDERSTANDING

AWARENESS

SOLARITY  
PRACTICE MODEL:  
**AWARENESS**

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Practice files

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Microsoft SharePoint.

**This course provides beginning users with the basic functions and features available within SharePoint.**

**Participants will receive hands-on practice learning about and using SharePoint tools and templates within a new project site.**

## OBJECTIVES

- Learn basic functions available in SharePoint;
- Learn to use SharePoint tools and templates;
- Learn to use lists for tracking tasks, calendars, deliverables, risks, and issues;
- Learn to use document libraries for tracking project related documentation; and
- Learn to use team discussion boards for threaded project forums.

**Project  
Management**

**Managing Projects in  
Microsoft SharePoint**

**Ongoing Education**

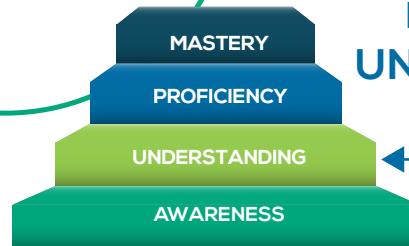
**Leadership  
Skills**

# MICROSOFT PROJECT ESSENTIALS

Length: **1 day**

PDU: **7.5**

Prerequisites: **access to  
Microsoft Project**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

**This course provides an overview and understanding of how to use Microsoft Project. We focus on introducing the interface, then walk step-by-step through the creation and management of a project schedule. This course can be customized to fit your organization's needs.**

## WHO SHOULD TAKE THIS COURSE

- Novice and experienced project managers, managers, and schedulers.
- Anyone wanting to utilize the functions of Microsoft Project within their work environment.

## OBJECTIVES

- Learn the Microsoft Project interface and basic settings for creating a new project;
- Learn how to create a task list and set up and assign resources;
- Learn how to format, share, and track a project plan; and
- Learn how to manage the critical path and deadlines.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Access to Microsoft Project Practice Files
- "Microsoft Project Step-by-Step"

a building block course for...

**Project  
Management**

**Time  
Management**

**Essential  
Skills**

**Project Schedule  
Management**

## Microsoft Project Professional

Length: **2 days**

PDUs: **14**

Prerequisites:

- Access & Experience with Microsoft Project Professional
- Project Management experience



SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

This course takes participants through the lifecycle of a project using Microsoft Project Professional. Participants start by learning how to customize the scheduling engine and then work through hands-on activities to initiate, plan, execute, measure, and close a project using the software. Participants will receive guidance from an experienced project manager. This course can be customized to meet specific client needs.

## WHO SHOULD TAKE THIS COURSE

- Experienced project managers, managers
- Advanced users needing to utilize Microsoft Project Professional within their work environment

## OBJECTIVES

- Learn to customize the scheduling engine;
- Learn to initiate, plan, execute, measure, and close a project using Microsoft Project Professional;
- Learn to use tools for evaluation of good scheduling;
- Learn best practices, tips, and troubleshooting.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Access to Practice Files

a building block course for...

Project  
Management

Microsoft Project  
Server Overview

Essential  
Skills



## Microsoft Project Server Overview

Length: **2 days**

PDU's: **14**

Prerequisites:

- Access to Microsoft Project Web App
- Experience with Microsoft Project
- Project Management experience



SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

This course uses hands-on activities and guidance by the experienced instructor to teach participants how to navigate through the Project Web App (PWA) to successfully contribute to a project portfolio. Each user type (team member, executive, resource manager, project manager, and technical administrator) will receive an overview of Project Professional elements and learn how to interact with the system.

## WHO SHOULD TAKE THIS COURSE

- Novice and experienced project managers, managers, and schedulers.
- Anyone wanting to utilize the functions of Microsoft Project within their work environment

## OBJECTIVES

- Learn about user roles: team member, executive, resource manager, project manager, and technical administrator;
- Learn about resource options; and
- Learn about role based modules.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Access to Microsoft Practice Files

a building block course for...

Project  
Management

Project Schedule  
Management

Leadership  
Skills

# BEST PRACTICES for EFFECTIVE PROJECT TEAMS

SOLARITY PRACTICE MODEL: **UNDERSTANDING**

Length: **2 days**

PDU: **14 contact hours**

Prerequisites: **PM Primer**  
**PM Foundations**  
**Best Practices in PM**



This specialized course is designed for use by an organization to provide a solid understanding of the fundamental building blocks of project management to employees across all functional areas. Experienced project managers teach the essential concepts, terms, tools, and techniques needed to communicate about, organize, monitor, and successfully complete projects at any level. Trainers utilize the organization's own projects for the hands-on exercises during the class to reinforce learning. This course serves as a foundation on which other project management development builds, and it can be configured based on client needs.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- Other resources provided by trainer

## WHO SHOULD TAKE THIS COURSE

Anyone working on or with project teams.

## OBJECTIVES

- Utilize common project management vocabulary and processes that are shared across different industries;
- Apply project management principles within your project team environment;
- Describe the importance and value of project management best practices and related benefits for successful projects and high-performing project teams;
- Obtain hands-on application of project management tools, templates, and techniques; and
- Learn effective communication and conflict management skills for project teams.

a building block course for...

Agile Project Management

PMP®/CAPM® Exam Preparation

Managing Organizational Change & Transition

Leadership Skills

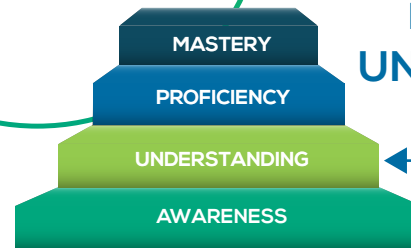
Ongoing Education

# TEAM BUILDING

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

More than ever before, team building is extremely important to not only project teams as a whole but the individuals within those teams. This course provides an overview and understanding of the importance of team building for overall project objectives. Participants will learn how to incorporate team building activities into project planning activities and even learn some fun team building games. This course can be customized to fit your organization's needs.

## WHO SHOULD TAKE THIS COURSE

- Novice and experienced project managers, managers, and project leaders.
- Anyone wanting to create a high-performing team.

## OBJECTIVES

- Learn common terminology;
- Learn about the Team Performance Domain;
- Learn about barriers to team building and strategies to overcome those barriers;
- Learn how to develop your team;
- Learn about theories of motivation;
- Learn about team building in a virtual world; team building best practices; and team building ideas.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Other resources provided by your trainer

a building block course for...

Project  
Management

Ongoing  
Education

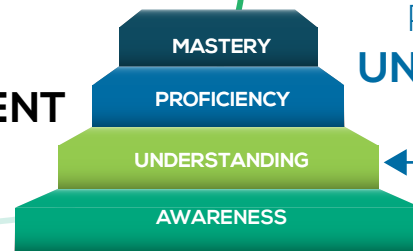
Essential  
Skills

Length: **1 day**

PDU: **7.5**

Prerequisites: **NONE**

## EFFECTIVE COMMUNICATIONS and MEETINGS MANAGEMENT



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

This course focuses on two of the most problematic areas most organizations face: communications and meetings. Communication is extremely important in every organization. Ensuring those communications are effective at delivering the planned message cannot be taken for granted. As part of communications, 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 participants improve communication and meeting management skills by providing best practices, effective tips and techniques, and interactive activities and discussions to reinforce learning. This course can be configured to meet client needs.

## WHO SHOULD TAKE THIS COURSE

- Anyone wishing to improve their communication and meeting management skills.
- Project managers wanting to refresh or enhance their skills.

## OBJECTIVES

- Learn how to identify the factors in interpersonal communications and modify communication strategies to be successful in small and large groups;
- Understand techniques to improve phone and email communications;
- Devise a strategy for working effectively in remote settings;
- Explain the purpose of various types of meetings and explain the outcomes expected;
- Know how to facilitate, prepare, and follow up on meetings.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- "4 Essential Keys to Effective Communication" by Bento C. Leal III

a building block course for...

Ongoing  
Education

Project  
Management

Leadership  
Skills

# Conflict Management in the Workplace

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

Whenever you have more than one person in the same space, conflict will occur. This course introduces the various forms of conflict that can arise in the workplace and presents strategies anyone can use to help deal with conflict situations. Participants take part in fictitious real-world scenarios that allow them to practice applying the skills and strategies discussed throughout the course.

## WHO SHOULD TAKE THIS COURSE

Anyone wanting to improve their understanding and use of conflict management within any industry.

## OBJECTIVES

- Identify the different types of conflict in the workplace;
- Describe some of the major causes of workplace conflict;
- Discuss the Thomas-Kilman Model of conflict;
- Consider personal conflict style and compare it to other styles;
- Identify various conflict behaviors in the workplace;
- Explore conflict resolution strategies;
- Discuss best practices for handling difficult employees; and
- Describe what constitutes dangerous conflict and consider methods for handling risky situations.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Other resources provided by your trainer

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

## Technical/ Business Writing

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**

SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**



**Technical/Business writing is not a new idea. Any type of communication written for and about industry and business with a focus on products and/or services is technical writing and almost everyone within a company has written a form of business document. Statistics show that one-fourth of college graduates are not only poor writers but lack proper communication skills altogether. By having the necessary skills to research, understand complicated information, and tailor writing to many different audiences, a technical writer within any organization is essential. This course enables participants with the skills to assess the documentation needs of a project and create high quality technical and business documents to satisfy those needs. This course uses hands-on activities and is taught by a trainer with extensive professional writing experience. This course can be customized to fit your organization's needs.**

## WHO SHOULD TAKE THIS COURSE

- Anyone wanting to improve their understanding and use of written communications within any industry.
- Project managers wanting to improve the quality of project documents.

## OBJECTIVES

- Learn about the importance of technical/business writing and the importance of technical documents;
- Learn about clarity, conciseness, and accuracy in writing;
- Learn strategies to ensure your project documents are professional and clear;
- Learn about document design and how to use this strategy to hold the reader's attention;
- Learn how to determine and write to your audience; and
- Learn some tips and tricks to produce sound, quality documents.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Other resources provided by your trainer

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills



# Microsoft Teams Basics

Length: **5 hours**

PDU: **4.5**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

**Teams is the hub for teamwork and provides a centralized workspace for teams to communicate and collaborate. It features persistent and threaded chats, file sharing, and the ability to hold meetings. In this course, participants will learn to create teams, add users, manage a team, start a team conversation, reply to a conversation, and add files. In addition, participants will explore channels, create new channels, create and share files, work with meetings, schedule team meetings, integrate with SharePoint, add tabs to keep files, notes and apps available, and connectors to access content and get updates.**

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Microsoft Teams.

## OBJECTIVES

- Converse and collaborate with Teams;
- Create, add users, and manage a team;
- Add and share files with Teams;
- Create channels and work with favorites;
- Schedule team meetings;
- Integrate with SharePoint;
- Work with Conversations; and
- Add Tabs and Connectors.
- 

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Practice file

a building block course for...

Microsoft Teams  
Essentials

Project  
Management

Leadership  
Skills

## Microsoft Teams Essentials

Length: **5 hours**  
PDU's: **4.5**  
Prerequisites: - none  
- **recommend Microsoft Teams Basics**



This course helps participants get up and running quickly with Microsoft Teams. Think of it as a Teams fundamentals and essentials crash course for the workplace. Microsoft Teams is one of the most important and widely used Microsoft productivity apps in businesses around the world. This course shows participants why Teams is so powerful and fun to use

### WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or proficiency of and hands-on experience working with Microsoft Teams

### OBJECTIVES

- The Fundamentals of Microsoft Teams;
- How to Create Teams in Teams;
- How to Manage Teams in Teams;
- How to Create Channels in Teams;
- How to Manage Channels in Teams;
- How to Chat with People in Teams;
- How to Start a Conference Call in Teams; and
- How to Share Files in Teams.

### CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Practice files

a building block course for...

Project Management

Ongoing Education

Leadership Skills

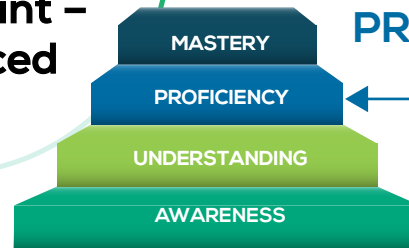
## Managing Projects in Microsoft SharePoint – Advanced

Length: **3 days**

PDUs: **21**

Prerequisites: **Microsoft  
SharePoint – Beginner**

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**



This course provides in depth knowledge of how to use Microsoft SharePoint tools and templates to manage, organize, monitor, and successfully complete projects. Participants will build on their understanding of the basic functions available in SharePoint to focus on new project site templates and features. This course equips experienced users to manage both small and enterprise portfolio projects within the software. Participants also learn how to integrate SharePoint with Project Server.

### WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or proficiency of and hands-on experience working with Microsoft SharePoint.

### OBJECTIVES

- Learn how to use lists for tracking tasks, calendars, deliverables, risks, and issues;
- Learn to use document libraries for tracking project documentation;
- Learn to use team discussion boards for threaded project forums;
- Learn to use dashboards and business intelligence reports; and
- Learn to use newsfeed, new WBS for tasks, and reports.

### CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Variety of templates and tools
- Practice files

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

# MICROSOFT WORD

Length: **1 day**

PDU: **7**

Prerequisites: **none**



SOLARITY  
PRACTICE MODEL:  
**UNDERSTANDING**

This course teaches you the ins and outs of electronic word processing. Microsoft Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy and even fun. In this course, participants will learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Microsoft Word.

## OBJECTIVES

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application;
- Format text and paragraphs;
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles;
- Enhance lists by sorting, renumbering, and customizing list styles;
- Create and format tables;
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art;
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout; and
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

## CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Various resources including templates and materials
- "4 Essential Keys to Effective Communication" by Bento C. Leal III

a building block course for...

Ongoing  
Education

Project  
Management

Leadership  
Skills

## Microsoft Excel – Beginner

Length: **1 day**

PDU's: **7**

Prerequisites: **none**

**custom materials**  
provided by Solarity

- Access to the Solarity LMS including the recording for the training
- Course materials and other resources as provided by the trainer

SOLARITY  
PRACTICE MODEL:  
**AWARENESS**

MASTERY

PROFICIENCY

UNDERSTANDING

AWARENESS

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Microsoft Excel.

**This course provides beginning users with the basic functions and features available within SharePoint.**

**Participants will receive hands-on practice learning about and using SharePoint tools and templates within a new project site.**

## OBJECTIVES

- Get started with Microsoft Office Excel 2016;
- Perform calculations;
- Modify a worksheet;
- Format a worksheet;
- Print workbooks; and
- Manage workbooks.

a building block course for...

**Project  
Management**

**Microsoft Excel –  
Advanced**

**Ongoing Education**

**Leadership  
Skills**

## Microsoft Teams Essentials

Length: **1 day**

PDUs: **7**

Prerequisites: **Microsoft Excel - Beginner**



SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

This course builds off of the foundational knowledge presented in the **Microsoft Excel - Beginner Training Course** to help participants get the most of Excel. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at participants' fingertips. Participants will learn about how to get Excel to do the hard work for them, the more they will be able to focus on getting the answers needed from the vast amounts of data their organization generates.

### WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or proficiency of and hands-on experience working with Microsoft Excel.

### OBJECTIVES

- Work with multiple worksheets and workbooks;
- Use Lookup functions and formula auditing;
- Share and protect workbooks;
- Automate workbook functionality;
- Create sparklines and map data; and
- Forecast data.

### CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Course materials and other resources as provided by the trainer

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills



# Microsoft PowerPoint – Beginner

Length: **1 day**

PDU's: **7**

Prerequisites: **none**

**custom materials**  
provided by Solarity

- Access to the Solarity LMS including the recording for the training
- Course materials and other resources as provided by the trainer

SOLARITY  
PRACTICE MODEL:  
**AWARENESS**



**This course teaches participants how to use Microsoft PowerPoint 2016 to create clear, organized, and engaging presentations. Participants will learn how to use the vast array of features and functionality contained within PowerPoint 2016 to gain the ability to organize content, enhance it with high-impact visuals, and deliver it with a punch.**

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Microsoft PowerPoint.

## OBJECTIVES

- Identify the basic features and functions of PowerPoint 2016;
- Develop a PowerPoint presentation;
- Perform advanced text editing operations;
- Add graphical elements to your presentation;
- Modify objects in your presentation;
- Add tables to your presentation;
- Add charts to your presentation; and
- Prepare to deliver your presentation.

a building block course for...

**Project Management**

**Microsoft PowerPoint – Advanced**

**Ongoing Education**

**Leadership Skills**

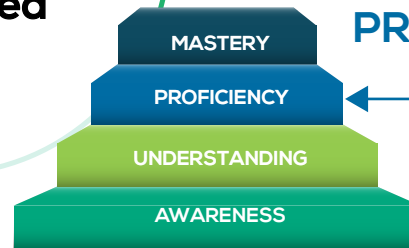
## Microsoft PowerPoint – Advanced

Length: **1 day**

PDU: **7**

Prerequisites: **Microsoft PowerPoint – Beginner**

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**



This course builds off the Microsoft PowerPoint – Beginner course to teach participants about PowerPoints higher-level usability, security, collaboration, and distribution functionality. Participants will learn to use a robust set of tools Microsoft PowerPoint 2016 provides to deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, participant will be creating presentations that not only stand out from the crowd, but are also efficient to create.

### WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or proficiency of and hands-on experience working with Microsoft PowerPoint.

### OBJECTIVES

- Modify the PowerPoint environment;
- Customize design templates;
- Add SmartArt and math equations to a presentation;
- Work with media and animations;
- Collaborate on a presentation;
- Customize a slide show; and
- Secure and distribute a presentation.

### CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Course materials and other resources as provided by the trainer

a building block course for...

Project  
Management

Ongoing  
Education

Leadership  
Skills

# Microsoft Visio – Beginner

Length: **1 day**

PDUs: **7**

Prerequisites: **none**

**custom materials**  
provided by Solarity

- Access to the Solarity LMS including the recording for the training
- Course materials and other resources as provided by the trainer

SOLARITY  
PRACTICE MODEL:  
**AWARENESS**



Microsoft Visio is an intelligent diagramming and vector graphics application and helps simplify information communication with data-driven visual information including, but not limited to organization charts, network diagrams, and business processes. Visio makes it easy to share this information on the Web and in real-time. Its professional templates are also easily integrated with other Microsoft Office products. This course offers hands-on, task-based training with a focus on real-world scenarios. Participants will leave with the ability to create professional looking flow diagrams, organization charts, network diagrams, and floor plans in a fast, efficient way.

## WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or simply to get a fundamental understand of and hands-on experience working with Microsoft Visio.

## OBJECTIVES

- Using templates;
- Create a diagram;
- Using shapes and lines;
- Design custom shapes;
- Using connectors and connection points;
- Add text to shapes, connectors, and diagrams; and
- Apply themes and variants.

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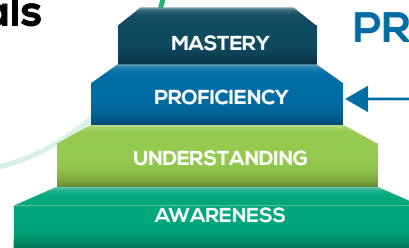
## Microsoft Project: Schedule Essentials

SOLARITY  
PRACTICE MODEL:  
**PROFICIENCY**

Length: **1 day**

PDU: **7**

Prerequisites: **none**



**This course provides an overview of how to use Microsoft Project 2016. We focus on introducing the interface, then walking step-by-step through the creation and management of a project schedule.**

### WHO SHOULD TAKE THIS COURSE

- Any professional seeking career growth or proficiency of and hands-on experience working with Microsoft Project.

### OBJECTIVES

- An understanding of the Microsoft Project interface
- Basic settings for creating a new project
- Creating a task list
- Setting up resources
- Assigning resources to tasks
- Formatting and sharing the plan
- Tracking progress once the plan is underway
- Advanced topics, such as formatting and managing the schedule, managing the critical path and deadlines, and other areas of interest from the group.

### CUSTOM MATERIALS

- Access to the Solarity LMS including the recording for the training
- Practice files
- Microsoft 2016 Ste-by-Step book

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Ongoing  
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Skills

# SOLARITY

Independent  
Learning

## eLearning



### Giving Feedback

Feedback is an interaction that should help motivate and develop a person's knowledge, skills, and behaviors. It should raise awareness of a person's ability and help them to maximize their potential. You should provide feedback frequently especially if you are in a leadership role. This course will give you some helpful information on providing the right feedback and the right time.

.25 PDUs

### Active Listening

Active listening is a communication technique that involves acknowledging what you hear and clarifying the message to confirm that what you heard matches the message that the sender intended. While listening is an integral part of effective communication, few people are taught how to listen effectively. This course is designed to give you practical tips on how to become a better active listener.

.25 PDUs

### Constructing SMART Objectives and Metrics

To get to where you want to go, you need a clear sense of direction. HealthTech Solutions is offering this course because, as most mature organizations do, you want to show progress and performance improvement within the organization. Every project, every project charter, and every Advance Planning Document (APD) needs to show how it aligns with the State and Department goals, and setting SMART objectives and measures is a project management best practice.

.5 PDUs



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