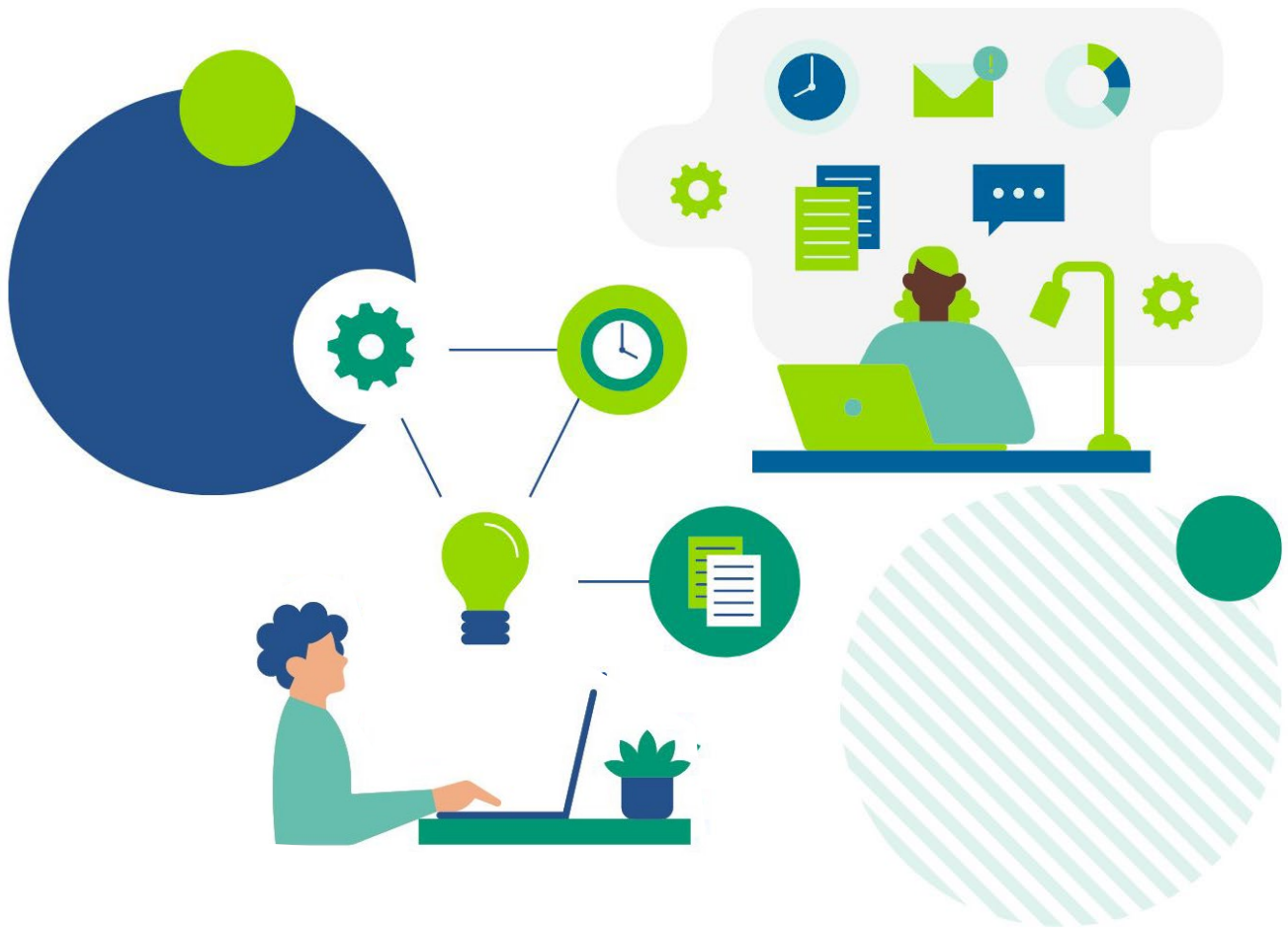


# SOLARITY



## TRAINING GUIDE 2025

888.272.4494

104 Progress Drive  
Frankfort, KY

a HealthTech Solutions Company

info@solarity.com  
solarity.com

# SOLARITY who are we?

Training and consulting services since 2003

888.272.4494

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

Over 200 people strong

Provided services in every state and several international locations

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

Headquarters in Frankfort, KY and offices nationwide

Delivering tailored Learning Management Systems, comprehensive Training Coordination, and flexible Training-as-a-Service solutions, with custom courses available in-person, virtually, and 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



LEXINGTON



# GIVING BACK WITH PMI



We are an active partner with the Project Management Institute Educational Foundation (PMIEF). For 30 years, PMIEF has helped put youth on the path to success by incorporating project management skills into their daily lives.

## Experience with PMIEF

Working with PMIEF has been a deeply rewarding experience for Solarity training. We had the opportunity to engage with diverse individuals from around the world, which enriched the learning environment and allowed for dynamic collaboration. The participants were highly motivated, driven by a shared passion for making a difference in their communities. Guiding them through best practices in project planning, execution, and monitoring was fulfilling, especially with the knowledge that they will apply these skills to real-world projects aimed at social impact. The exchange of ideas and mutual learning was inspiring, making the experience both professionally and personally uplifting.



## Project Management Institute Education Fund Gala

Our training administrator Kellie McDermott and trainer Melissa Sykes represented Solarity at this year's gala to honor volunteer trainers. The donor gala serves as a celebration of PMI's shared mission, vision and the incredible accomplishments achieved with trainers' generous support.

# 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 eLearning courses include:

## **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**

## **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**

## **Best Practices in Project Management**

Gain a solid understanding and proficiency of best practices in project management, and learn concepts, terms, tools, and techniques needed to communicate about, organize, plan, execute, monitor, and successfully complete projects small and large.

**15 PDUs**

## **Project Management and Emotional Intelligence**

Cover what emotional intelligence (EI) is and why it is so important, the benefits of implementing EI, 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**

# ESSENTIAL SKILLS WORKSHOPS



Designed to stimulate thinking, and increase team awareness and performance, Solarity's workshops are fully **customizable to fit each client's specific needs**, whether it's a 1-hour session or a full-day interactive experience.



## 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?

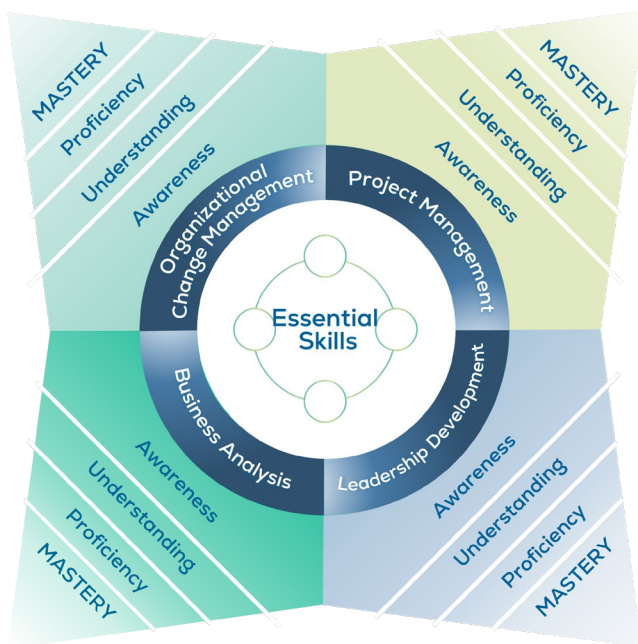
## ORGANIZATIONAL CHANGE MANAGEMENT

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

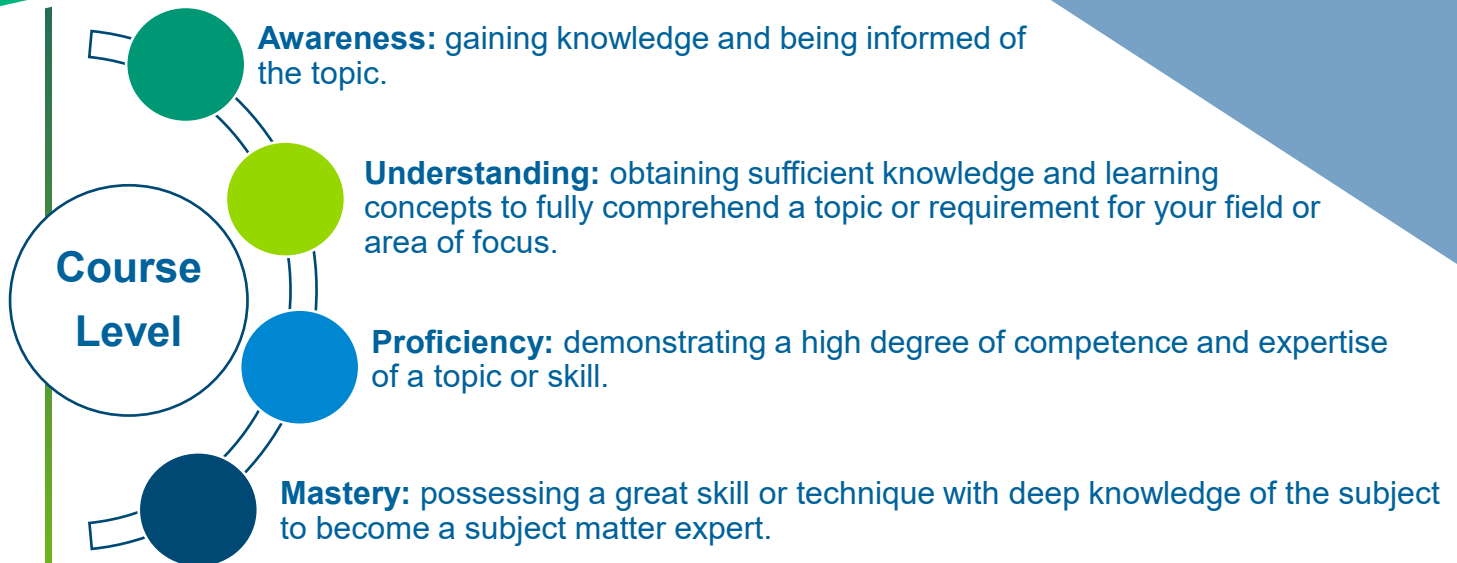
How do we enable leaders with the tools and confidence needed to understand themselves, their strengths and challenges, and how to understand and lead others?

## 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.

# Key Guide



## Delivery Method



**On-Site:** These courses take place at our Solarity training facility or at a designated location for corporate training. Fully in person training.



**Virtual:** These courses take place completely via virtual class with predetermined meeting times.



**Face-to-Face On-Site or Virtual:** These courses takes place in real-time with a mix of on-site and virtual learners. **The learner decides whether to attend on-site or virtual.**



**Hybrid:** These courses are a mix of on demand and face-to-face sessions. We provide a suggested schedule to stay on top of course work to meet milestones for mandatory face-to-face virtual sessions.



**On-Demand:** You can start and finish these courses on your own schedule. They are a mix of videos and activity modules.

## Length



The amount of actual time the course takes in hours or days to complete. Some courses may take several weeks but only meet once a week for a predetermined amount of time.

## PDU's



The number of professional development units you can earn by completing a course.

## Customize



Customizable for organizations to better meet their needs



**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 Free Project Management Primer:** Basic understanding of project management vocabulary and skills.

**2 Project Management Foundations:** Learn some project management foundational knowledge and skills.

**3 PMP® or CAPM® Exam Preparation Course:** 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.

**4 Application and Exam:** Allow us to review your application for success and take the second practice exam offered with the course. Your trainer is available to assist with any questions while you study for your exam!

**5 Pass the exam and become an awesome project manager!**

**6 PDUs:** Continue learning with us, with courses like *Best Practices in Project Management*, to earn your 60 PDUs to maintain your certification.

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 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?

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

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.



## PROJECT MANAGEMENT FOUNDATIONS

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.



## PROJECT MANAGEMENT BEST PRACTICES

Receive a solid understanding and proficiency of best practices in project management that can be used in all endeavors by all people across all industries.



## STANDARDS OF PROJECT MANAGEMENT

Designed for both practicing project managers and PMP exam aspirants, this material emphasizes a systems view of project management, centered on value delivery.



## PMP® EXAM PREPARATION

Specifically designed to assist participants in preparing for the PMP® exam, administered by the Project Management Institute (PMI®). We are an Authorized Training Partner with PMI®.



## CAPM® EXAM PREPARATION

Specifically designed to assist participants in preparing for the CAPM® exam, administered by the Project Management Institute (PMI®). Solarity is an Authorized Training Partner with PMI®.



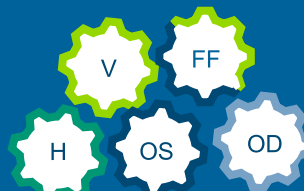
Length



PDU



Delivery



Customizable



Project Management

## INTRODUCTION TO AGILE

Introduces the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management.



## AGILE PROJECT MANAGEMENT

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.



## BASICS OF DISCIPLINED AGILE

Explains the concept behind the Disciplined Agile toolkit and teaches participants how to choose the right approach for their project while improving their team's way of working.



## DISCIPLINED AGILE SCRUM MASTER (DASM) EXAM PREP

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.



## DISCIPLINED AGILE SENIOR SCRUM MASTER (DASSM) EXAM PREPARATION

Helps participants accelerate their ability to take on more complex initiatives and lead Agile teams using Disciplined Agile.



## PMI® AGILE CERTIFIED PRACTITIONER (PMIACP) EXAM PREP

Spans many approaches to Agile such as Scrum, Kanban, Lean, EX and TDD to increase participant's versatility and prepare to take the PM-IACP exam.



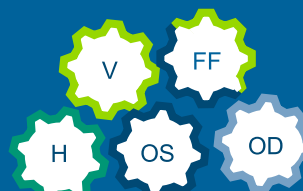
Length



PDU



Delivery



Customizable



## PROJECT PROCUREMENT MANAGEMENT

Explains the processes, tools, and techniques used by project managers and project teams for project procurement management. Taught through hands-on activities led by an experienced project manager.



## PROJECT 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 plan, manage, and control the scope of a project through hands-on activities.



## PROJECT COST MANAGEMENT

Participants learn the general approaches to cost management and the methods that are used to estimate and budget for project costs. Learn about the interrelationships of various cost control concepts and how to respond to project budget overruns.



## PROJECT INTEGRATION MANAGEMENT

Participants learn about resource allocation, balancing competing demands, examining alternative approaches, tailoring processes to meet project objectives.



## PROJECT QUALITY MANAGEMENT

This course explains how the project manager and the project team can plan for, execute, and control quality on a project. Learn how the project team ensures that a project is completed at the level of quality required by all stakeholders.



## PROJECT SCHEDULE MANAGEMENT

Learn all the processes that are required to manage the timely completion of a project and gain an understanding of the best practice processes of managing your project schedule, defining activities, sequencing activities, and estimating the durations.



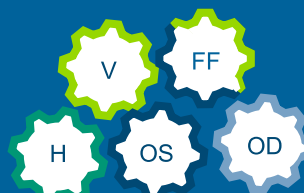
Length



PDU



Delivery



Customizable



Project Management

## GROWING CAPACITY TO MANAGE TECHNICAL CHANGE

Addresses the imperative for professionals and organizations to adapt to the rapidly changing technical landscape. Gain insights into managing technical change effectively to enhance capacity to embrace and leverage change proactively.



## BEST PRACTICES IN RISK MANAGEMENT

Provides tools and techniques that will help participants focus on items most likely to cause your project to succeed or fail relative to risks. Learn about allocating time and resources efficiently in risk management and working with stakeholders to increase project success.



## EFFECTIVELY MANAGING PROJECT STAKEHOLDERS

Understand risks and resolve issues that may emerge from project stakeholder engagement. Learn familiar strategies for managing stakeholder engagement and expectations and explore common stakeholder issues.



## LEAN BASICS

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.



## FUNDAMENTALS OF LEAN MANAGEMENT

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.



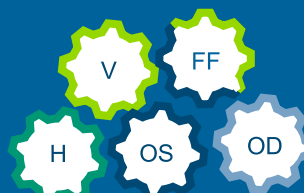
Length



PDU



Delivery



Customizable

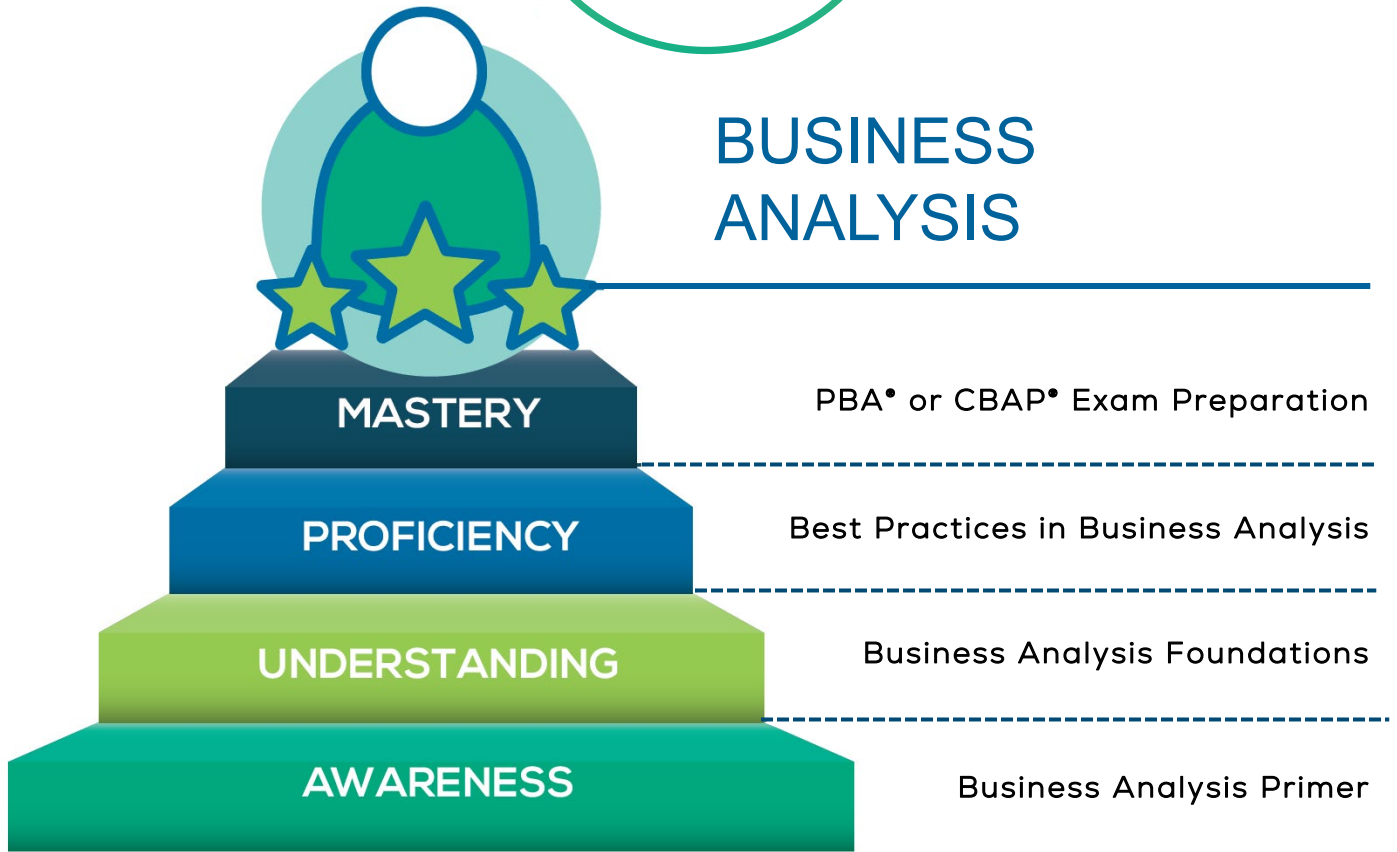


Project Management

# SOLARITY Practice Model

Steps to  
Mastery

## BUSINESS ANALYSIS



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 manager gain sufficient awareness and understanding of business analysis processes and techniques. We also offer PMI's Professional Business Analysis certification and IIBA's CBAP course upon request.

# SOLARITY

a HealthTech Solutions Company

## BUSINESS ANALYSIS PRIMER

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.



## BUSINESS ANALYSIS FOUNDATIONS

Learn business analysis tools and techniques to assist with product and solution development. Gain an understanding of tools and techniques to immediately put into practice back at work.



## BEST PRACTICES in BUSINESS ANALYSIS

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.



## IIBA® CBAP®/CCBA® EXAM PREP BOOT CAMP

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®).



## PMI-PBA® EXAM PREPARATION

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.



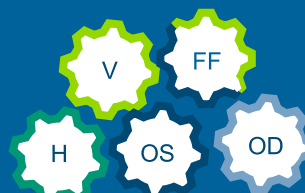
Length



PDU



Delivery



Customizable





**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

# EXCELLENCE IN LEADERSHIP SERIES

## Strategies for Leading Your Business & Creating High-Performing Teams



### Series Overview

This course is designed for experienced business leaders looking to refine their leadership skills and lead their teams to peak performance. It covers both technical and adaptive leadership strategies, emphasizing reflective practice, team building, data-driven decision-making, and effective communication with clients and teams. Participants will gain practical, tangible skills and strategies required to aid their business and lead high-functioning teams.

### Tailored for Top Leaders

- Hone your active listening, crucial conversations, and feedback techniques.
- Develop your team with proven coaching methods and foster a culture of continuous improvement.
- Inspire creativity and sustain high performance across your teams.
- Align people, processes, and outcomes to achieve your organizational goals.
- Book study and micro-skills personalized learning sessions available to complement the series

### Industries We Serve

- ✓ Healthcare
- ✓ Technology
- ✓ Retail
- ✓ Finance
- ✓ Manufacturing
- ✓ Non profit



#### Mastering Leadership Power & Technical Skills

Strategic thinking, influence, performance metrics, and resource management



#### Adaptive Leadership

Negotiation, resilience, situational awareness, as well as conflict resolution



#### Emotional Intelligence & OCM Foundations

Self-reflection and leadership authenticity



#### Communication Management & Crucial Conversations

Leading others with empathy, fostering an inclusive culture, and developing potential



#### Coaching and Mentoring for High Performance

Developing Talent and Driving Results



#### Gauging Team Performance & Team Building

Utilize data analytics and key performance indicators (KPIs) for high productivity

**Contact us today to see how we can support your leaders**

[info@solarity.com](mailto:info@solarity.com)

## ORGANIZATIONAL CHANGE MANAGEMENT PRIMER

Learn how to manage the people side of change and how to take advantage of change as an opportunity. Understanding what organizational change management is, why it is important, and how to manage people through a change.



## ORGANIZATIONAL CHANGE MANAGEMENT FOUNDATIONS

Designed for those who are responsible for implementing changes from projects and other organization-wide changes. Learn about the people side of change management and roles within change management.



## ORGANIZATIONAL CHANGE MANAGEMENT PROJECT SPONSOR TRAINING

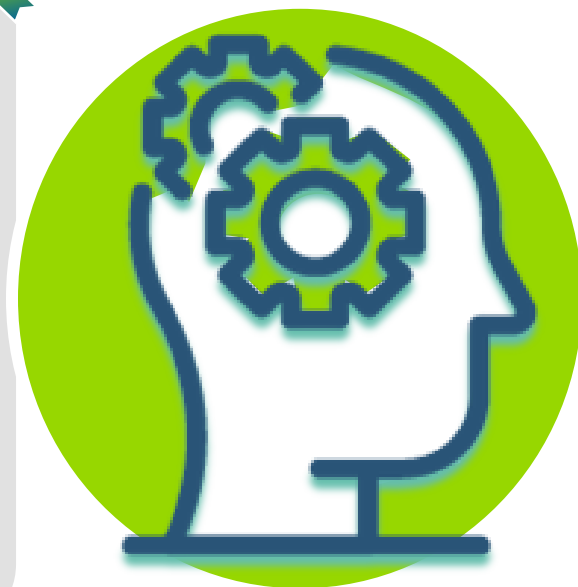
Covers sponsor responsibilities in both projects and organizational change efforts, common issues and mistakes sponsors make, and ends with an idea for a sponsor interview template.



## MANAGING ORGANIZATIONAL CHANGE & TRANSITION

Learn a solid understanding of the fundamentals of organizational change management and transitions, utilizing a variety of techniques and tools for effectively guiding their organizations and the people in them through times of change. 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.



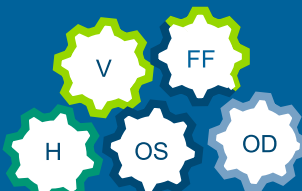
Length



PDU



Delivery



Customizable



Change Management

## BEST PRACTICES FOR EFFECTIVE PROJECT TEAMS

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.



## EFFECTIVE COMMUNICATIONS AND MEETINGS MANAGEMENT

Participants improve communication and meeting management skills by providing best practices, effective tips and techniques, and interactive activities and discussions to reinforce learning.



## TEAM BUILDING FOR PROJECT MANAGERS

Participants will learn how to incorporate team building activities into project planning activities and even learn some fun team building games.



## CONFLICT MANAGEMENT IN THE WORKPLACE

Participants take part in fictitious real-world scenarios that allow them to practice applying the skills and strategies discussed throughout the course.



## CONSTRUCTING SMART OBJECTIVES AND METRICS

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 is a project management best practice.



## EMOTIONAL INTELLIGENCE FOR PROJECT MANAGERS

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.



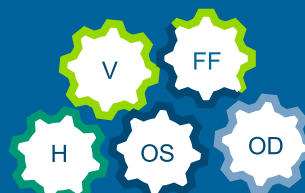
Length



PDU



Delivery



Customizable



Essential Skills

## TIME MANAGEMENT



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, and outsourcing key tasks.



## TECHNICAL BUSINESS WRITING



Enables participants the skills to assess documentation needs of a project and create high quality technical and business documents. Uses hands-on activities and is taught by a trainer with extensive professional writing experience.



## GIVING FEEDBACK

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 at the right time.



## ACTIVE LISTENING

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.



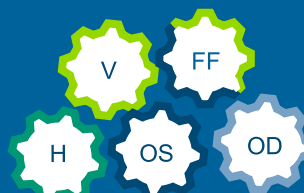
Length



PDU



Delivery



Customizable



Essential Skills



## MICROSOFT WORD: BEGINNER



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.



## MICROSOFT VISIO: BEGINNER



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.



## MICROSOFT POWERPOINT: BEGINNER



Uses hands-on activities and guidance to teach participants how to navigate through the Project Web App (PWA) and successfully contribute to a project portfolio. Each user type will receive an overview of Project Professional elements.



## MICROSOFT POWERPOINT: ADVANCED



Provides an overview and understanding of the importance of team building for overall project objectives. Learn how to incorporate team building activities into project planning activities and even learn some fun team building games.



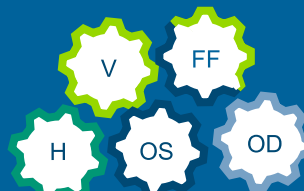
Length



PDU



Delivery



Customizable



## MICROSOFT EXCEL: REFRESHER CBT



Consists of two parts designed to refresh participants' Excel skills and boost productivity in their respective industries. Through specific examples and practical tips, participants learn everyday Excel techniques and tricks.



## MICROSOFT EXCEL: BEGINNER



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.



## MICROSOFT EXCEL: ADVANCED

Takes participants through the lifecycle of a project using Microsoft Project Professional. Learn how to customize the scheduling engine and then work through hands-on activities to initiate, plan, execute, measure, and close a project.



## MICROSOFT TEAMS: BASICS



Participants will explore 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.



## MICROSOFT TEAMS: ESSENTIALS



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: MANAGING



Provides comprehensive knowledge of managing Microsoft Teams, covering various management tools, security, compliance features, and network requirements for deployment.



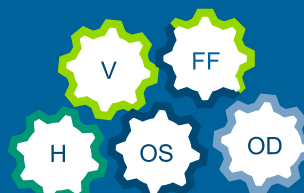
Length



PDU



Delivery



Customizable



Microsoft

## MICROSOFT SHAREPOINT: BEGINNER

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.



## MICROSOFT SHAREPOINT: MANAGING PROJECTS ADVANCED

Participants will build on their understanding of the basic functions available in SharePoint to focus on new project site templates and features.



## MICROSOFT PROJECT: ESSENTIALS

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.



## MICROSOFT PROJECT: PROFESSIONAL

Takes participants through the lifecycle of a project using Microsoft Project Professional. 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.



## MICROSOFT PROJECT: SERVER OVERVIEW

Uses hands-on activities and guidance to teach participants how to navigate through the Project Web App (PWA) and successfully contribute to a project portfolio. Includes Project Professional elements and learn how to interact with the system.



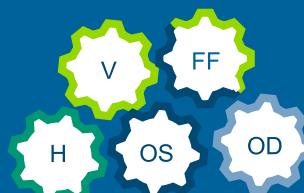
Length



PDU



Delivery



Customizable



Microsoft



## GOTOMEETING: BASICS

Equips participants with fundamental skills in managing meetings and utilizing GoToMeeting effectively, covering security measures, scheduling options including recurring meetings, setting up passwords, hosting sessions with webcams, joining meetings, and testing audio connectivity.



## GOTOMEETING: ADVANCED

Delves into the advanced features of GoToMeeting. Explore security protocols for administrators, installation procedures on various systems, system requirements for organizers and attendees, features of the WebApp, and basic troubleshooting techniques to address common issues.



## ZOOM: BASICS

Learn essential features, including hosting and scheduling meetings, attending sessions, managing camera and background settings, expressing emotions, engaging in chat, and recording meetings. Acquire foundational knowledge needed to effectively utilize collaboration.



## ZOOM: ADVANCED

Covering customization options, security measures, scheduling, and recording functionalities, the course provides demonstrations to ensure participants grasp how to effectively utilize these features. Become empowered to tailor sessions to their specific requirements when hosting online events.



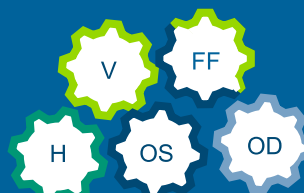
Length



PDU



Delivery



Customizable

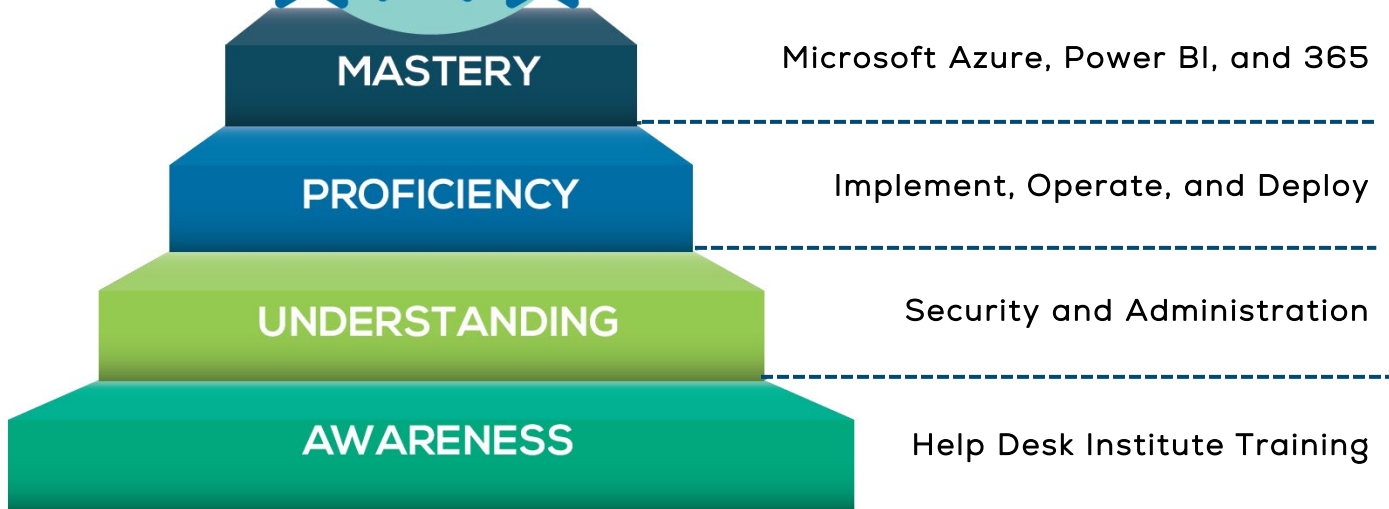


# SOLARITY

Practice Model  
Steps to  
Mastery



## TECHNOLOGY SKILLS



Whether you are starting out or a seasoned developer we have courses available to take your skills to the next professional level. Peruse all our technology courses to gain a greater understanding of what we offer and become inspired with where you want to take your talents. If there is a certain topic or certificate that you do not see that your organization may be interested in, please let us know, so we can assist you further.



a HealthTech Solutions Company

### eSignature: Getting Started



### eSignature: Templates and PowerForms for DocuSign



### BizTalk 100 Series



### Adobe Connect: How To Use



### Adobe Sign: Basics



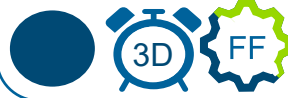
### Adobe Sign: Advanced



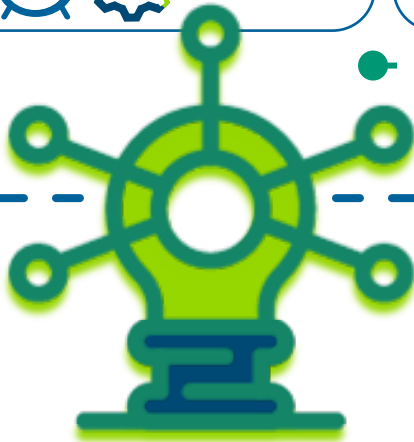
### Implementing a SQL Data Warehouse



### Information Technology Service Management (ITSM) Certification



### Basic NetApp Configuration and Administration



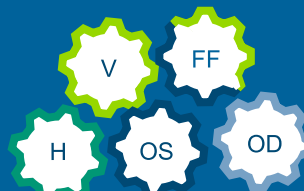
Length



PDU



Delivery



Customizable



eSignature / Adobe / Other

Microsoft Azure:  
Security  
Technologies



Microsoft Azure:  
Design & Implement  
Cloud-Native  
Applications Using  
Azure Cosmos DB



Microsoft Azure:  
Developing  
Solutions



Microsoft Azure:  
Administrator



Microsoft Azure:  
Architect Design



Microsoft Azure:  
Solutions Architect  
Expert



Microsoft Power BI:  
Desktop



Microsoft: Security,  
Compliance, and  
Identity  
Fundamentals



Microsoft: Security  
Operations Analyst



Microsoft 365:  
Security  
Administration



Microsoft Office  
365: Web Apps



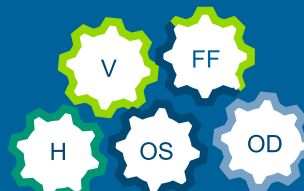
Length



PDU



Delivery



Customizable



Microsoft

HDI: Customer Service Representative Certification



HDI: Desktop Support Manager Certification



HDI: Desktop Support Technician Certification



HDI: Support Center Analyst Certification



HDI: Support Center Director Certification



HDI: Support Center Manager Certification



HDI: Support Center Team Lead Certification



HDI: Technical Support Professional Certification



Google Cloud Fundamentals: Big Data and Machine Learning



Google Cloud Fundamentals: Core Infrastructure



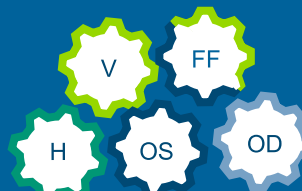
Length



PDU



Delivery



Customizable



IBM: Access  
Manager Platform  
Foundations



IBM: QRadar SIEM  
Foundations



IBM: Cognos Report  
Studio  
Fundamentals



IBM: i System  
Administration



IBM: BigInsights  
Foundation



IBM: Cloud  
Fundamentals



ONTAP: Cluster  
Administration



ONTAP: Automate  
Storage  
Administration with  
Ansible



ONTAP: Cluster  
Administration and  
Data Protection  
Bundle



Red Hat: Enterprise  
Virtualisations



Red Hat: JBoss  
Application  
Administration



Red Hat: System  
Administration



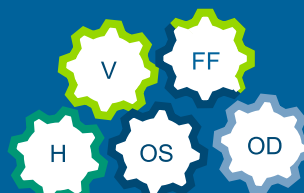
Length



PDU



Delivery



Customizable



Citrix: Implementing ADC 13.x with Citrix Gateway



Citrix: Workspace Microapps Essentials



Citrix: Moving to the Virtual Apps and Desktops Service on Citrix Cloud



Citrix: Virtual Apps & Desktops 7 Admin On-Premises & in Citrix Cloud



Citrix: Moving to the Virtual Apps with Microsoft Azure



Citrix: Deploy and Manage ADC 13.x with Citrix Gateway



Administering and Positioning CISCO Umbrella Operations



Implementing and Operating CISCO Enterprise Network Core Technologies



Implementing and Operating CISCO Security Core Technologies



Implementing CISCO Enterprise Advanced Routing and Services



Implementing CISCO Enterprise Wireless Networks



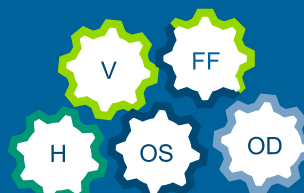
Length



PDU



Delivery



Customizable



### AWS: Developing



### AWS: Advanced Developing



### AWS: Architecting Accelerator



### AWS: System Operations



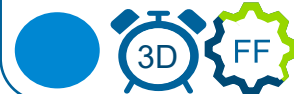
### AWS: Big Data



### AWS: Google Cloud Platform Fundamentals for Professionals



### AWS: Security Engineering



### AWS: Cloud Practitioner Essentials



### Dell/EMC: Avamar Management, Installation, and Configuration



### Dell/EMC: Unity Implementation and Administration



### Dell/EMC: VxBlock Administration and Management



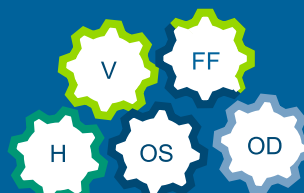
Length



PDU



Delivery



Customizable





CompTIA: A+ Certification



CompTIA: Cloud Essentials Certification



CompTIA: Cybersecurity Analyst (CySA+) Certification



CompTIA: Network+ Certification



CompTIA: Security+ Certification



VMware® Horizon 8: Deploy and Manage v8



VMware® vSphere: Install, Configure, Manage v6.0



Designing Self-Service Business Intelligence and Big Data Solutions



Avaya Aura® Contact Center Administration



Implementing Avaya Aura® Call Center Elite



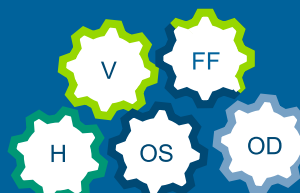
Length



PDU



Delivery



Customizable



Comp TIA / VMware / Avaya

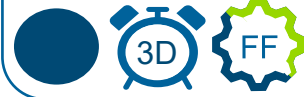
ITIL: Foundation



ITIL 4 Strategist:  
Drive, Plan and  
Improve



ITIL 4 Specialist:  
High Velocity IT



ITIL 4 Specialist:  
Drive Stakeholder  
Value



ITIL 4 Specialist:  
Create, Deliver and  
Support



TOGAF® for  
Practitioners Level 1



TOGAF® for  
Practitioners Level 2



Junos Layer 2  
VPNs



Junos Layer 3  
VPNs



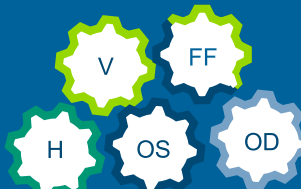
Length



PDU



Delivery



Customizable



# EMPOWERING YOUR TEAM TO THRIVE



At Solarity, we've developed an integrated approach to our business consulting and training services which we call our "Integrated Practices Management Model." With this model, we bring together relevant aspects from each service that we practice to enable high quality engagements with our clients.

## OUR APPROACH

We partner with our customers to understand their issues and goals, develop a clear definition of their current state, design the desired future state, and create a measurable action plan for success.

## OUR THREE STEP PROCESS

1. Assess the current situation
2. Define your desired future state
3. Act based on an approved plan

## SOLARITY PRACTICE COMPONENTS

**Guiding Principles** – ensure the Solarity team, through consistent behavior, demonstrates effective work ethic

**Processes** – a set of interrelated procedures that achieve results efficiently.

**Templates** – documents in a pre-defined format that provide a structure for collecting, organizing, and presenting information.

**Tools** – something tangible, such as a technique or software program.

**Metrics** – performance measures related to the delivery of a practice.

**Wellness Checks** – reviews completed, by an objective party, to ensure practices are followed and quality assurance is promoted.

**Continuous Improvement** – progressively elaborating the components of a Solarity practice through the comprehensive evaluation of the practice delivery which may lead to a practice enhancement.

## SOMETHING YOU DID NOT SEE?

We provide customized course development tailored to your team or industry. Please reach out to discuss your needs with a member of the team!