Helping YOU make Idaho a great place to live, work, and do business.

SPRING/SUMMER 2016 PROGRAMS

• Leadership and Management
• Business and Communication
• Project Management
• Human Resources Management
• Summer Courses
• K-12 Teacher Professional Development
ON-SITE PROFESSIONAL DEVELOPMENT

Benefit from the convenience and flexibility of on-site training and consulting services tailored to your needs and objectives at competitive prices.

We provide a qualified industry expert who will deliver services focused on your organizational priorities and challenges. Gain immediate value from strengthening internal networks and application of content relevant to your practices and your employees, delivered on your schedule.

Our services include:
• Specialized needs assessment
• Professional development
• Process consulting
• Executive coaching

Our dynamic and engaging learning experiences are tailored to meet your desired business outcomes.

Frequently requested topics include:
• Leadership
• Team building
• Business writing
• Communication skills
• Finance and budgeting
• Project management
• Customer service
... and more.

For a free, preliminary needs assessment, contact Jennie Page, Corporate Business Manager, Center for Professional Development (208) 426-5438

ONLINE PROGRAMS

Noncredit Online Courses and Career Training Programs
Take advantage of the Boise State Center for Professional Development’s online courses to build the skills you need without losing productive office time.

Instructor-led Online Courses
We offer the professional development you need, when and where you want it. Choose from a wide range of highly interactive courses you can take entirely online. Each high-quality course includes comprehensive lessons, quizzes and a discussion area. Dedicated instructors lead every course; answering questions, giving feedback and facilitating discussions. Center for Professional Development online courses are affordable, fun, fast, convenient, and geared just for you.

Online Career Training Programs
Begin a new career by completing the longer duration courses that lead to a Career Training Certificate. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Training for high demand careers can be completed in three to six months. Online access makes training for a new career easy.

To learn more, visit us online at cpd.boisestate.edu or the Center for Professional Development, at (208) 426-3861. Note: Registration is online.
Prepare to Lead
This two-day program will prepare you to lead! If you are a team leader, front-line supervisor, or stepping into a new supervisory role, you will gain skills and tools to help set your course as a leader.

9 a.m.-4 p.m.
Fee: $500 per person, includes all materials

Becoming a Servant Leader
Many associate the idea of leadership with words like power, authority, and charisma. But those people who have made lasting positive change know true leadership is more about developing individuals and building community around a shared purpose. This course will introduce the fundamentals of Servant Leadership and help you identify and make changes in your leadership style to Improve Your Serve.

Tues., Apr. 12, 2016
8:30 a.m.-4:30 p.m.
Fee: $299 per person, includes all materials

Leadership Development Program
Become a Leader People Will Follow
Discover the attitudes that create a culture where people thrive and learn the skills that increase employee performance and productivity.

As a participating leader, you will be immersed in a fast-paced, hands-on learning experiences culminating in practical, on-the-job application. This learning experience is led by the Center’s instructional team – consisting of proven leaders from a variety of fields who all have one thing in common: a passion for developing others. Digital Badging is available for the Leadership Development Program.

Part 1: Leading Self
Leadership is not something you do – it’s something you are. There is a direct correlation between one’s ability to self-manage and their effectiveness as a leader.

8:30 a.m.-4:30 p.m.

Part 2: Leading Others
The job of a leader is to help people become the best they can be at what they do.

8:30 a.m.-4:30 p.m.

Part 3: Managing Processes
As a leader, you can quickly increase your team’s effectiveness and overall efficiency by using proven process tools.

8:30 a.m.-4:30 p.m.

Part 4: Leading for Legacy
Egocentric leaders leave a mess – charismatic leaders leave a hole – but effective leaders leave a legacy. The measure of effective leadership is based on the lasting effects long after they are gone.

8:30 a.m.-4:30 p.m.

Fees:
Full Series: $2,200
Individual Program Parts: $575 each
Receive a $100 discount by registering for all four parts at the same time.
Excel Productivity – Level 2
Learn how to build and decipher Excel Functions (fx) in simplified terms. Increase your productivity by eliminating data entry and redundancy errors. Create automating processes with common Excel functions including VLookup, HLookup, Transpose, Split Text, Combine Data, Remove Duplicates, and how to design a drop down list within cells.
9 a.m.-4 p.m
Fee: $299 per person, includes all materials

Planning and Organizing to Increase Productivity
Manage your personal time, projects and work events in order to increase your productivity, improve lines of communication, and make your work more personally satisfying. You will learn the fundamentals for organizing your work, your projects, and your life.
Tue., May 3, 2016
8:30 a.m.-3:30 p.m.
Fee: $299 per person, includes all materials

Professional Technical Writing
Discover ways to improve your proposals, reports, and instructions, transforming them into powerful means of persuasion and communication. Organize your ideas, adapt specialized content for experts and general public, and achieve your communication objectives.
Thu.-Fri., Jan. 7-8, 2016
9 a.m.-4 p.m.
Fee: $575 per person, includes all materials

Fundamentals of Business Communication
Receive tips on how to build stronger work relationships, communicate your message to people at every level, and use the methods and tools available to get the most from your communication efforts.
Wed.-Thu., Apr. 20-21, 2016
8:30 a.m.-3:30 p.m.
Fee: $575 per person, includes all materials

Developing and Delivering Great Presentations
Develop and present a speech, report, or short talk that engages and informs the audience. You will learn how to speak to audiences with confidence and competence.
Tue., Mar. 8, 2016
9 a.m.-4 p.m.
Fee: $299 per person, includes all materials

Writing for Clarity in Business
Understand the essentials of business grammar and format. In-class exercises provide an opportunity to fine-tune your writing skills and receive individual feedback on your writing style.
Thu.-Fri., May 5-6, 2016
9 a.m.-4 p.m.
Fee: $575 per person, includes all materials
**Essentials of Human Resources**

This course, designed to teach best practices for small business and new Human Resource professionals, will help you gain an overview of the human resources function and solutions for HR issues related to changes in labor law, selection of qualified employees, effective compensation, orientation and training, and management of employee performance.

**Wed.-Thurs., Feb. 3-4, 2016**
**8:30 a.m.-5 p.m.**
**Fee:** Tuition: $500; Materials: $250

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**Human Resources Strategic Certificate**

Human resource managers belong in the boardroom and not in the back room.

Your success in human resource management depends on connecting your organization’s mission, vision, values, and tactics to everything human resources management does.

**Part 1: Strategy and Performance**

Practice the HR and strategy connection. Use performance management to motivate, train, and promote employees.

**Strategy**
**Thu., Jan. 14, 2016**
**8:30 a.m.-4:30 p.m.**

**Performance**
**Fri., Jan. 15, 2016**
**8:30 a.m.-4:30 p.m.**

**Part 2: Selection and Training**

Provides a strategic-focused, competency based analysis, and practice of major areas of human resource management.

**Selection**
**Thu., Feb. 18, 2016**
**8:30 a.m.-4:30 p.m.**

**Training**
**Fri., Feb. 19, 2016**
**8:30 a.m.-4:30 p.m.**

**Part 3: Compensation and Benefits**

Your compensation and benefits makes a significant impact on organizational costs, motivations, and ultimately the bottom line.

**Compensation**
**Thu., Mar. 3, 2016**
**8:30 a.m.-4:30 p.m.**

**Benefits**
**Fri., Mar. 4, 2016**
**8:30 a.m.-4:30 p.m.**

**Part 4: Ethics and Risk Management**

Explore the ethical dimensions of the organization’s mission, vision, value, long-term, and short-term objectives. Discover the links between the organization’s strategic plan and risk management.

**Ethics**
**Thu., Mar. 17, 2016**
**8:30 a.m.-4:30 p.m.**

**Risk Management**
**Fri., Mar. 18, 2016**
**8:30 a.m.-4:30 p.m.**

**Fees:**
- **Full Series:** $2,200
- **Individual Program Parts:** $575 – two-day sessions

Receive a $100 discount by registering for all four parts at the same time.

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**SHRM Human Resource Certification Exam Preparation**

Offered in partnership with the Society for Human Resource Management (SHRM), and designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™). It is designed to help you learn and retain the material effectively and efficiently by combining the best exam preparation system with expert instruction and peer discussion.

**Thu.-Fri., Mar. 31-Apr. 1, 2016 and Apr. 7-8, 2016**
**8 a.m.–5 p.m.**
**Fee:** Tuition: $750; Materials: $500

Shipping Out of Area: $35
**Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) Exam Preparation Courses**

Our 4-Day PMP Exam Preparation Course is comprehensive, accelerated, and focused on a single goal: Equip students with the knowledge and techniques they need to pass PMI’s Project Management Professional certification exam. With four days of intense focus and all the necessary live instruction, materials and post-class support you need to pass, you’ll have everything required for success.

**Tue.-Fri., May 17-20, 2016**
8 a.m.-5 p.m.

**Fee:** $695 per person; Materials: $200

*Discount available for PMI Members.*

**GRE Test Preparation Course**

Become familiar with exam topics, the different types of verbal and quantitative questions and the new essay portion of the Graduate Record Exam (GRE) General Test. Learn test-taking strategies and work with test-simulation exercises in reading comprehension, vocabulary, discrete quantitative, data comparison and the essay. Advanced math strategies are included.

**Two delivery formats are provided.**

**• Face-to-Face Format**

Tue. & Thu., Feb. 18-Mar. 30, 2016
8 a.m.-5 p.m.
**Fee:** Student Fee (Boise State employees, students and alumni): $649
Non-student Fee: $749 per person

**• Live Online Format**

(Times are listed in Mountain Standard Time)

**Mon., Wed., Apr. 13-May 31, 2016; 6-9 p.m.**

**Fee:** Student Fee (Boise State employees, students and alumni): $649
Non-student Fee: $749 per person

*Fee includes all materials*

**GMAT Preparation Course**

Learn test-taking strategies for dealing with the verbal, quantitative, and essay sections of the Graduate Management Admissions Test (GMAT). Discover proven methods for dealing with each of the question types and work with test simulation exercises in reading comprehension, critical reasoning, grammar, discrete quantitative, data sufficiency, and the essay.

**• Live Online Format**

(Times are listed in Mountain Standard Time)

**Tue., Thu., Feb. 11-Mar. 8, 2016; 5-8 p.m.**

**Fee:** Student Fee (Boise State employees, students and alumni): $609
Non-student Fee: $799 per person

*Fee includes all materials*

**Law School Admission Test (LSAT) Preparation Course**

The LSAT is a paper-based standardized exam that is administered four times per year. Boise State’s LSAT Test Prep Courses are precisely scheduled to make sure students reach exam day performing at their peak. Take the mystery out of the LSAT and get the tools you need to succeed.

**Two delivery formats are provided.**

**• Face-to-Face Format**

Tue., Thu., Apr. 21-May 31, 2016; 6-9 p.m.
**Fee:** Student Fee (Boise State employees, students and alumni): $849
Non-student Fee: $899 per person

**• Live Online Format**

(Times are listed in Mountain Standard Time)

**Sun., Tue., Thu., May 3-June 2, 2016; 5-8 p.m.**

**Fee:** Student Fee (Boise State employees, students and alumni): $699
Non-student Fee: $799 per person

*Fee includes all materials*

**Free Strategy Workshops**

The Strategy Workshops provide valuable information about preparing for the GRE and LSAT exams. These workshops are designed to give general information about the GRE and LSAT exams, study tips, and walk through examples of typical exam questions.

**• GRE Strategy Workshop**

Tue., Feb. 2, 2016
6-7:30 p.m.

**• LSAT Strategy Workshop**

Tue., Apr. 12, 2016
6-7:30 p.m.

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**PROJECT MANAGEMENT**

**Introduction to Project Management Certificate**

This certificate requires the completion of four core courses within a three-year period of time and qualifies you for an entry level Project Management position.

**• Project Planning and Organization**

Thu.-Fri., Jan. 28-29, 2016
8:30 a.m.-4:30 p.m.

**• Project Management Tools**

8:30 a.m.-4:30 p.m.

**• Project Execution and Change Management**

Wed.-Thu., Mar. 16-17, 2016
8:30 a.m.-4:30 p.m.

**• Project Leadership and Conflict Management**

Wed.-Thu., Apr. 13-14, 2016
8:30 a.m.-4:30 p.m.

**Fee:** Full series: $2,200 per person

Individual Courses: $575 each

Receive a $100 discount by registering for all four courses at the same time.

**Fundamentals of Microsoft Project 2013**

Learn the fundamentals of project management through examples and hands-on application of project management principles in a clear step by step approach. You will also get assistance on applying MS Project to the more unique aspects of your own organization’s projects position.

Fri., Feb. 5, 2016
8:30 a.m.-4:30 p.m.

**Fee:** $299 per person, includes all materials
All year round, our professional development courses are provided to help you make Idaho a great place to live, work, and do business.

**Excel Certificate**
Excel is a common software used in most office environments. Knowing how to professionally create a spreadsheet will give you the confidence you need to build your career and job opportunities.

These workshops present a refresher on the essentials of Excel, and then takes the student deeper into the inner workings of the Excel tools, all the way to an advanced level. Taught by an avid user of Excel, the class will focus on productivity tips and little known tools that will make any Excel user successful. You will see improved results in your Excel use after each class.

**Excel Productivity – Level 1**
In this class you will learn how to customize Excel to suit your preferences; the Two-Step Chart; basic formulas; speedy data entry; controlling page layouts, columns, rows, and margins; and managing spreadsheets. You will also learn charting features (and the super-secret to charts) and by the time you are done you will finally feel in charge of Excel, rather than at the mercy of it.

**Excel Intermediate – Level 3**
Excellent for the advanced Excel user who spends a lot of time working with large amounts of data. Learn how to use Excel Pivot Tables, advanced Excel productivity tools, and simple Macros.

**Dealing with Difficult People**
This workshop will examine the four primary relational styles that are exemplified by the people we would label as “difficult.” By identifying the most effective ways for dealing with each style, you will have the tools you need to manage or resolve the tension and get back to being productive and happy at work.

**Time Management Solutions**
Take charge of your time and gain focus on your objectives with strategies for overcoming procrastination, avoiding time wasters, controlling paperwork, and planning for high performance. Regain your lost productivity and achieve the results you need to be successful.

**Becoming a Servant Leader**
Many associate the idea of leadership with words like power, authority, and charisma. But historically those people who have actually made lasting positive change know that true leadership is much more about developing individuals and building community around a shared purpose.

**Our partnership with CPD has been integral in furthering our leadership development at MP. Now our leaders not only possess the skills to lead teams and think strategically, but they are also able to develop the people they work with. We are looking forward to a long-lasting partnership.**

– Pamela Nielsen, Motive Power
K-12 TEACHER PROFESSIONAL DEVELOPMENT PROGRAM

Our K-12 Professional Development Program works with Idaho school districts and organizations to offer outstanding opportunities for educators to engage and collaborate, while earning credit for their participation.

Boise State University’s K-12 Teacher Professional Development program’s goal is to improve student learning through quality professional development. We want to see the bar raised for professional development and are working hard to achieve that goal by teaming up with districts, educational organizations, and above all else, Idaho’s teachers.

Ensuring quality means a rigorous review process for all credits awarded. We strive to guarantee that participation in professional development, from registration to the request of a free transcript, is as simple and streamlined as possible. Idaho’s teachers’ focus should be on enhancing their practice and assisting students, not on tedious administrative processes. Our staff recognizes that and is here to assist our teachers with any questions they may have as they earn credits. We always aim to make our processes as simple as possible because we realize that everyone’s time is valuable!

THINGS YOU SHOULD KNOW:
• Credits are offered at a standard rate of $60
• In-person, phone, and email support from 7:30 a.m.-6 p.m., Monday through Thursday, 8 a.m.-5 p.m. Friday
• Receive assistance from our coordinator in setting up and promoting courses
• Free transcripts for professional development participants

Visit: educatorsdevelopment.boisestate.edu
Email: k12professionaldevelopment@boisestate.edu
Phone: (208) 426-3713