BOISE STATE UNIVERSITY

CENTER for PROFESSIONAL DEVELOPMENT

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

SPRING/SUMMER 2017 PROGRAMS

• Leadership and Management
• Business and Communication
• Project Management
• Test Preparation
• Summer Courses
• K-12 Teacher Professional Development
The Center exists to help make your world a better place to live, work, and do business.

One way we accomplish this is through building a partnership with your organization. We get to know your company, vision, mission, culture, and how to help you move it forward.

Customized solutions can address nearly every business concern, from leadership to executive coaching and development. Topics include, but are not limited to:

- Leadership development
- Project management
- Teams
- Executive coaching
- Anything else you can think of!

We want your team to be able to integrate practical learning that “sticks” and can immediately be applied to the unique challenges and opportunities in your organization.

We offer a no-cost gap analysis to help identify and prioritize your organization’s needs.

Contact Jennie Page at (208) 426-5438, or jpage@boisestate.edu for more information, or if you just want to meet for coffee.
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.
Wed.-Thu., Jan. 18-19, 2017
8:30 a.m.-3:30 p.m.
Fee: $500 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.

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.
Wed.-Thu., Feb.15-16, 2017
8:30 a.m.-4:30 p.m.

Leading Others
The job of a leader is to help people become the best they can be at what they do.
Wed.-Thu., Mar. 15-16, 2017
8:30 a.m.-4:30 p.m.

Managing Processes
As a leader, you can quickly increase your team’s effectiveness and overall efficiency by using proven process tools.
Wed.-Thu., Apr. 12-13, 2017
8:30 a.m.-4:30 p.m.

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.
Wed.-Thu., May 24-25, 2017
8:30 a.m.-4:30 p.m.

Fees:
Full Daytime Series: $2,200
Individual Program Parts: $575 each
Full Evening Series: $2,200
Tue., Feb. 28-May 23, 2017
6-9 p.m.

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.
Tue., May 9, 2017
8:30 a.m.-4:30 p.m.
Fee: $299 per person, includes all materials

Generations in the Workforce
Workplace dynamics are often over-looked until it’s too late. As tensions mount over differing work ethics, team efficiency begins to suffer. Take a fresh look at the essentials of team dynamics with in the multi-generational workforce.
Tue., Apr. 4, 2017
8:30 a.m.-4:30 p.m.
Fee: $299 per person, includes all materials
Advanced Teamwork: Producing Exceptional Results
Your success as a team member or team leader depends upon your ability to leverage the expertise and creativity of your team members to accomplish exceptional results in an increasingly dynamic and complex work environment.

**Tue., Feb. 7, 2017**
8:30 a.m.–4:30 p.m.

**Fee:** $299 per person, includes all materials

Experience Innovation™
Experience Innovation is an expert-guided innovation simulation that reveals the fundamentals of IDEO’s human-centered design approach.

Experience Innovation challenges participants to flex their creativity to solve a realistic and complex design challenge. In the process, teams will engage with the terms, techniques and thought patterns of successful innovators.

**Thu., Feb. 23, 2017**
8:30 a.m.–12:30 p.m.

**Fee:** $250 per person, includes all materials

Experience Change™
Creating buy-in is difficult work. Organizations that are good at change are able to quickly align people around new ways of doing things in response to opportunities or threats.

You’ll take a 12-month change journey in a single day. We pack 20 years of change research and industry insights into an intensive, high-impact simulation that leaves you seeing the world differently.

**Tue., Feb. 28, 2017**
8:30 a.m.–4:30 p.m.

**Fee:** $400 per person, includes all materials

“**I can’t think of CPD’s leadership program as a class. It was a boot camp! It immediately supplied experiences and tools that helped me solve real problems in the workplace with efficiency and flare. I left feeling buff—if the word can apply to a reinforced sense of self-confidence.”**

– Amanda St. John
Hailey Public Library

### PROJECT MANAGEMENT

**Project Management**
This program introduces current and future Project Managers to skills, tools, and techniques that they can use in any project to improve their ability to manage the project successfully.

The four parts concentrate on providing participants with proven ways to manage the scope, schedule, and resources of a project.

**Project Management Fundamentals**
Identify requirements, define budgets and schedules, and then manage a project team to accomplish those requirements with limited resources.

**Project Management Tools**
Develop your “Toolkit” of proven project management tools. Discover tools you can use on your project such as, a Project Charter, Requirements Analysis, Risk Assessment, the essential Earned Value Management, and others.

**Project Execution, Control, and Change Management**
Acquire skills, tools, and techniques to manage and build the project team to get products ready for users and learn change management skills and techniques to get users ready for the product.

**Advanced Topics**
Add advanced skills and techniques to your project Management “Toolkit”. These advanced skills will give the Project Manager additional depth in their skill set and add confidence that they can handle the more difficult and complex project management challenges.

**Fundamentals of Microsoft Project 2016**
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., Mar. 3, 2017**
8:30 a.m.–4:30 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. 12-13, 2017
9 a.m.-4 p.m.
Fee: $575 per person, includes all materials

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.
Wed., Jan. 25, 2017
9 a.m.-4 p.m.
Fee: $299 per person, includes all materials

Making Emails Work for You
Focus on planning and writing emails that are clear, concise, and productive. Practice with online tools, revise sample emails, and enhance your own emails, including content, format, and key components.
Fri., Mar. 10, 2017
9 a.m.-4 p.m.
Fee: $299 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.
Tue.-Wed., Mar. 21-22, 2017
8:30 a.m.-4:30 p.m.
Fee: $575 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 4-5, 2017
9 a.m.-4 p.m.
Fee: $575 per person, includes all material

Cranking Creativity
This course presents a fresh look at creativity and giving yourself permission to be creative. Creativity can take a mundane task and bring new life to it. In this class we will discuss the role of creativity in our lives and workplace, as well as learn some simple ways to crank up your creativity.
Thu., Apr. 6, 2017
8:30 a.m.-4:30 p.m.
Fee: $299 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. 14, 2017
9 a.m.-4 p.m.
Fee: $299 per person, includes all materials

Conflict Management
Learn how to leverage conflict so you can realize its benefits and potential for growth. This course will focus on some of the latest conflict management information and easy to implement techniques from the field of conflict resolution.
Wed., Feb. 1, 2017
9 a.m.-4 p.m.
Fee: $299 per person, includes all materials
The Neuroscience of Conflict Management
This course explores the communication process from the perspective of how one’s brain manages information and reacts to stress with particular emphasis on conflict.

Wed., Feb. 22, 2017
9 a.m.-4 p.m.
Fee: $299 per person, includes all materials

Nonverbal Communication and Conflict
In this course you will discover the communication process from the viewpoint of how information is conveyed using micro expressions and other non-verbal communication and conflict.

Wed., Mar. 8, 2017
9 a.m.-4 p.m.
Fee: $299 per person, includes all materials

Basic Mediation 40-Hour
Take the first step toward becoming a Certified Professional Mediator. This course introduces the theory of mediation and the nature of conflict. Use essential skills gained in this course to assist individuals in conflict.

Mon.-Wed., Jan 9-11, 2017
Tue.-Wed., Jan.17-18, 2017
8 a.m.-5 p.m.
Fee: $1,299, includes all materials

Advanced Mediation 40-Hour
Whether your goal is to complete the training hours necessary to obtain a professional mediation certification or seek key skills necessary to drive an effective workplace mediation program, this course enhances skills that will take your abilities to resolve conflicts to a higher level.

Mon.-Wed., May 15-17, 2017
Tue.-Wed., May 23-24, 2017
8 a.m.-5 p.m.
Fee: $1,299

Foundations of Amazon Web Service (AWS)
The utilization of the cloud to host applications and websites is expanding at an exponential rate. Hands-on labs will allow students to learn how the Cloud differs from traditional server virtualization by building out highly-available and auto scaling architecture directly on the Amazon cloud.

Tue. & Thu., Feb. 7-May 30, 2017
6 p.m.-9 p.m.
Fee: $1,295 per person, includes all materials

“Foundations of Amazon Web Services rapidly brought me up to speed! I highly recommend Foundations of Amazon Web Services if you are planning on getting certified!”
– Peder Kopperud
TEST PREPARATION

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.

Thu.-Fri., May 11-12, 2017
Thu.-Fri., May 18-19, 2017
8 a.m.–5 p.m.
Fee: $695 per person; Materials: $200

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., Apr. 27-28, 2017
Thu.-Fri., May 4-5, 2017
8 a.m.–5 p.m.
Fee: Tuition: $750; Materials: $500
Shipping Out of Area: $35

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 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.

LSAT Prep Face-to-Face Format

Tue. & Thu., May 9–June 8, 2017
6 p.m.–9 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $849 Non-student Fee: $899 per person
Fee includes all materials

LSAT Prep Live Online Format

(Supplied are listed in Mountain Standard Time)
Sun., Tue., & Thu., Jan. 10–31, 2017
Tue., & Thu., Mar. 21–Apr. 20, 2017
Tue., & Thu., May 4–June 6, 2017
Tue., & Thu., July 11–Aug. 10, 2017
5–8 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $699 Non-student Fee: $799 per person
Fee includes all materials

“...The lessons learned in this course are invaluable. I feel so much more comfortable going into the LSAT. I have a strategy ready to go, and I know exactly which types of questions to expect and how to take them on. I recommend this course to anyone wanting to take the LSAT.”

- Thomas Atkins
Boise State University

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, quantitative comparison and the essay. Advanced math strategies are included.

Two delivery formats are provided.

Face-to-Face Format

Tue. & Thu., Feb. 9-Mar. 7, 2017
Tue. & Thu., June 6-29, 2017
6–9 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $599 Non-student Fee: $749 per person
Fee includes all materials

Live Online Format

(Times are listed in Mountain Standard Time)
Tue. & Thu., Feb. 2-Feb. 28, 2017
Mon. & Wed., Apr. 19-May 15, 2017
Tue. & Thu., June 6-29, 2017
Tue. & Thu., July 18-Aug. 10, 2017
5–8 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. 9-Mar. 7, 2017
Tue. & Thu., Mar. 14-Apr. 6, 2017
5–8 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $699
Non-student Fee: $799 per person
Fee includes all materials

The lessons learned in this course are invaluable. I feel so much more comfortable going into the LSAT. I have a strategy ready to go, and I know exactly which types of questions to expect and how to take them on. I recommend this course to anyone wanting to take the LSAT.”

- Thomas Atkins
Boise State University
SUMMER PROFESSIONAL DEVELOPMENT OFFERINGS

All year round, our professional development courses are provided to help you make your world a great place to live, work, and do business.

**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.

**Wednesday, June 7, 2017**
9 a.m.-4 p.m.
**Fee:** $225 per person, includes all materials

**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.

**Wednesday, June 21, 2017**
9 a.m.-4 p.m.
**Fee:** $225 per person, includes all materials

**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.

**Thursday, July 13, 2017**
9 a.m.-4 p.m.
**Fee:** $225 per person, includes all materials

**Nonverbal Communication and Conflict**
In this course you will discover the communication process from the viewpoint of how information is conveyed using micro expressions and other non-verbal communication and conflict.

**Thursday, July 6, 2017**
9 a.m.-4 p.m.
**Fee:** $225 per person, includes all materials

**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.

**Tuesday, June 20, 2017**
8:30 a.m.-12:30 p.m.
**Fee:** $125 per person, includes all materials

**Conflict Management**
Learn how to leverage conflict so you can realize its benefits and potential for growth. This course will focus on some of the latest conflict management information and easy to implement techniques from the field of conflict resolution.

**Wednesday, Feb. 1, 2017**
9 a.m.-4 p.m.
**Fee:** $225 per person, includes all materials

**The Neuroscience of Conflict Management**
This course explores the communication process from the perspective of how one’s brain manages information and reacts to stress with particular emphasis on conflict.

**Thursday, June 29, 2017**
9 a.m.-4 p.m.
**Fee:** $225 per person, includes all materials

**Generations in the Workforce**
Workplace dynamics are often over-looked until it’s too late. As tensions mount over differing work ethics, team efficiency begins to suffer. Take a fresh look at the essentials of team dynamics within the multi-generational workforce.

**Tuesday, Apr. 4, 2017**
8:30 a.m.-4:30 p.m.
**Fee:** $225 per person, includes all materials
**Advanced Teamwork: Producing Exceptional Results**

Your success as a team member or team leader depends upon your ability to leverage the expertise and creativity of your team members to accomplish exceptional results in an increasingly dynamic and complex work environment.

**Tue., July 11, 2017**
8:30 a.m.-4:30 p.m.
**Fee:** $125 per person, includes all materials

**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.

**Thu., July 27, 2017**
8:30 a.m.-4:30 p.m.
**Fee:** $225 per person, includes all materials

**Delegation**

Your effectiveness as a manager is directly related to your ability to delegate and empower others. Running from task-to-task and trying to balance all of the demands are marks of an ineffective manager. An effective manager knows that good delegation is the key to helping people in the organization prepare for future leadership roles while freeing up their schedule to work on more important matters.

**Thu., July 20, 2017**
8:30 a.m.-12:30 p.m.
**Fee:** $125 per person, includes all materials

“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

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**ONLINE PROGRAMS**

**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 that 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.

**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.

To learn more, visit us online at cpd.boisestate.edu or the Center for Professional Development, at (208) 426-3861. Note: Registration is online.
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 we are 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:**
- Graduate, non-degree-seeking credits are offered at a standard rate of $60
- Receive assistance from our coordinator in setting up and promoting courses
- Free transcript for professional development participants

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

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**OBTAINING CONTINUING EDUCATION UNITS**

A Continuing Education Unit (CEU) is a nationally standardized unit documenting participation in non-credit programs, courses or workshops.

The Center for Professional Development transcribes CEUs, which can be provided to employers as verification that you have completed a course in which CEUs were granted. CEUs cannot be converted to academic credit.

For more information, please contact CPD at cpdinfo@boisestate.edu or (208) 426-2166.
Helping make Idaho a better place to live, work, and do business, while repairing mandolins one string at a time.

Passionate about developing leaders, being director for the Center for Professional Development is a natural fit for Paul Bentley. With over 30 years of experience, he coaches, mentors, and teaches classes that help people become the best they can be. When he is not working, you will find him hunting, hiking, or playing music with family and friends.

Promoting positive change through professional development opportunities, and listening to Christmas carols year round.

Lori Nate thought she was going to be a teacher, but enjoyed her work as a student at CPD so much, she decided to stay! She manages online marketing, brochures, catalogs, and the website while also coordinating open-enrollment classes. In addition, she is an avid sports fan who travels all over the country watching her daughter athletes compete.

Keeping everyone on track, while squeezing in as much tennis as possible.

Chris Young has an uncanny ability to remember minute details about various programs and people, and decorate the office on a budget. Warm and welcoming, you will meet Chris when you walk into the office, unless you see her and her husband riding bikes, playing tennis, or catching a Boise State football game.

Passionate about integrating teaching and technology, we are not sure if she is a geek or nerd.

Jennifer Weddel knows Blackboard like the back of her hand, and can make it sing and dance for anyone. Her contagious enthusiasm in making technology accessible to educators and her passion for training make her a perfect fit as K-12 coordinator. Building droids with her husband and watching “Dr. Who” keep her busy when she is not here.

Building relationships one coffee cup at a time.

Jennie Page enjoys meeting with various individuals over coffee and helping them figure out how to move the mission, vision, and values of their organization forward. Mostly an Idaho native, Jennie has been working in the field of professional development for 15 years. On the weekends she loves to hunt for vintage toys and other priceless items hiding in garages around the Treasure Valley.

Committed to developing teams and leaders while enjoying the occasional hockey game.

Jeremy Graves is passionate about the role of the team in successful leadership. Jeremy brings almost 20 years of leadership and experience into the classroom. His hands-on style not only makes learning stick, but is fun too! When he is not developing leaders, he can be found walking on the Greenbelt with his wife and kids.

The unofficial “Director of Calm,” and model of cute shoes.

When others panic, Carol Nickel knows where there is a will, there is a way. She makes the impossible possible, by persistence and follow through. Approachable and fun, Carol is also in the front office available for answering questions, or drinking coffee. She also enjoys music, so don’t be surprised if you run into her at a concert.

The Center is located at the Boise State Meridian Center, 2950 E. Magic View Dr., Ste. 188, Meridian, ID 83642
SPRING/SUMMER 2017
PROGRAMS

For more details about courses, content, and location, please visit our website at cpd.boisestate.edu

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Connect with us on Linkedin. Search for Boise State Center for Professional Development

Follow us on Twitter for quick updates @BoiseStateCPD