BOISE STATE UNIVERSITY
CENTER for PROFESSIONAL DEVELOPMENT

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

PROGRAMS

• Leadership and Management
• Business and Communication
• Project Management
• Test Preparation
• K-12 Teacher Professional Development
Greetings!
The Center for Professional Development team is thinking about YOU!

We take seriously the responsibility we have to help you be the best you can be at what you do. We are constantly looking for ways to be more responsive to your personal development by delivering relevant and practical learning experiences that “stick.”

To help you make your world a great place to live, work, and do business, we provide:

Convenience
The Meridian Center – 2950 E. Magic View Drive, is a convenient, creative, and fun learning space. When you arrive at the Center you will find plenty of free parking. The Center hosts five learning spaces for classes of varying sizes. With powerful Wi-Fi and comfortable breakout rooms, you will be able to stay in touch with the office and still be fully immersed in the learning experience.

Flexibility
We offer professional development when, where, and how you need it. Just check out our offerings and the many choices you have to customize a learning plan that fits your schedule and your needs.

Learning that “Sticks”
Our courses are designed to immerse you in the learning experience. Sessions are hands on, practical, fast-paced and relevant to your needs. Facilitators who are leaders in their respective fields use experiential learning methods to help you integrate new thinking and behaviors into your life. Even the curriculum is designed to be used long after the course has ended.

Learning that Counts
We know that you have made a significant investment in your learning experience and we believe you should have something to show for it. Now you can receive evidence of the 21st century skills you’ve gained through our digital “badges.” Digital badges show employers the exact competencies you have demonstrated. Badges can be linked in résumés, emails, and LinkedIn profiles via Mozilla Backpack. Most importantly your new skills are validated by Boise State Center for Professional Development. Badges are currently being offered as a part of the Leadership Development Program and will be expanding to other programs soon.

The CPD team looks forward to helping YOU succeed. See you in class soon!

Paul Bentley
Director, Boise State University Center for 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
• Any and all of your professional development needs

We want your team to be able to integrate 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.

For a free, preliminary needs assessment, contact Adam Cuneo, Corporate Partnership Manager, Center for Professional Development, (208) 426-5438.
OPEN ENROLLMENT PROFESSIONAL DEVELOPMENT

LEADERSHIP AND MANAGEMENT

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. 10-11, 2018
8:30 a.m.-4:30 p.m.
Fee: $625 per person, includes all materials

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., Dec. 13-14, 2017
8:30 a.m.-4:30 p.m.
Fees:
Full Daytime Series: $2,400
Individual Program Parts: $625 each
Receive an automatic $100 discount by registering for all four parts at the same time.

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.

Managing 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., Jan. 20-21, 2018
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., Feb. 21-22, 2018
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., Nov. 15-16, 2017
8:30 a.m.-4:30 p.m.

“The Managing Self and Leading Others courses have been extremely beneficial on how to improve my communication style with my team. It is thought provoking and has a lively class atmosphere that encourages sharing so everyone can learn from others.”

- Toshi Franklin
MWI Animal Health
Companion Animal Purchasing Manager

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., Nov. 7, 2017
8:30 a.m.-4:30 p.m.
Fee: $325 per person, includes all materials
Generations in the Workplace
Workplace dynamics are often overlooked 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.

Tue., April 24, 2018
8:30 a.m.-4:30 p.m.
Fee: $325 per person, includes all materials

The Millennial Movement: Hiring and Retaining Top Millennial Talent
This course presents simple, practical steps in hiring and retaining millennial talent. We explore the myths of millennials in the workplace and find ways to engage them using creativity and media.

Wed., Nov. 15, 2017
8:30 a.m.-4:30 p.m.
Fee: $325 per person, includes all materials

Authentic Leadership
Authentic Leadership happens below the surface, above the line and out of the box. Leaders who seek to live authentically will create environments where accountability will flourish. This workshop focuses on personal authenticity and creating an environment where accountability has a chance to flourish.

Thu., Nov. 9, 2017
8:30 a.m.-12:30 p.m.
Fee: $165 per person, includes all materials

BUSINESS MANAGEMENT PROGRAM

Business Management Program
Learn the fundamentals of core business functions to make strategic business decisions and deliver results. Using a business simulation, participants will engage with peers and subject experts to gain confidence and traction in the business world.

Fee: $2,400 per person, includes simulation and all materials
PROJECT MANAGEMENT

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

This four-part program concentrates 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, a defined budget, and a defined schedule.

**Wed.-Thu., Jan. 17-18, 2018**
8:30 a.m.–4:30 p.m.

**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.

**Wed.-Thu., Dec. 6-7, 2017**
8:30 a.m.–4:30 p.m.

**Fee:** Full series: $2,400 per person  
Individual Courses: $625 each

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

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

**Wed.-Thu., Feb. 7-8, 2018**
8:30 a.m.–4:30 p.m.

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.

**Wed.-Thu., Nov. 15-16, 2017**
8:30 a.m.–4:30 p.m.

**Fundamentals of Microsoft Project 2016**
Receive hands-on training using Microsoft Project 2016 software, learning to create and track a project from the ground up.

**Fri., Feb. 9, 2018**
8:30 a.m.–4:30 p.m.

**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 by the time you are done you will finally feel in charge of Excel, rather than at the mercy of it.

**Wed. Jan. 31, 2018**
9 a.m.–4 p.m.

**Fee:** $325 per person, includes all materials

**Excel Intermediate – 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., Nov. 8, 2017**
9 a.m.–4 p.m.

**Fee:** $325 per person, includes all materials

**Excel Data Analysis – 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.

**Wed., Dec. 6, 2017**
9 a.m.–Noon

**Fee:** $165 per person, includes all materials

**Cranking Creativity**
Take a fresh look at creativity and giving yourself permission to be creative! Creativity takes mundane tasks and brings new life to them. 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.

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

**Fee:** $325 per person, includes all materials
Making Emails Work for You
Plan and write 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., March 2, 2018
8:30 a.m.-4:30 p.m.
Fee: $325 per person, includes all materials

Professional Technical Writing
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. 25-26, 2018
9 a.m.-4 p.m.
Fee: $625 per person, includes all materials

Effective Communication
Email, texting, and social media have changed the way we work and communicate. Although these tools have revolutionized how we do business, communication breakdowns are at an all-time high. Learn how to incorporate electronic communication tools with interpersonal communication skills and strategies to build relationships, promote collaboration, and approach each communication opportunity with purpose.
Tue., Oct. 31, 2017
8:30 a.m.-4:30 p.m.
Fee: $325, 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., Dec. 7-8, 2017
9 a.m.-4 p.m.
Fee: $625 per person, includes all material

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., Jan. 24, 2018
8:30 a.m.-4:30 p.m.
Fee: $325 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. 14, 2018
8:30 a.m.-4:30 p.m.
Fee: $325 per person, includes all materials

Nonverbal Communication and Conflict
Discover the communication process from the viewpoint of how information is conveyed using micro expressions and other non-verbal communication and conflict.
Wed., Nov. 1, 2017
8:30 a.m.-4:30 p.m.
Fee: $325 per person, 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 conflict to a higher level.

Mon-Wed., Dec. 4-6, 2017
Mon-Tue., Dec. 11-12, 2017
8 a.m.-5 p.m.
Fee: $1,405, per person, includes all materials

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., Nov. 2-3, 2017
Thu.-Fri., Nov. 9-10, 2017
8 a.m.-5 p.m.
Fee: $1050, includes all materials and lunch the last day of class
Direct material shipping fee: $35

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., March 8-9, 8 a.m.-5 p.m.
Sat., March 10, 8 a.m.-noon
Thu.-Fri., March 15-16, 8 a.m.-5 p.m.
Sat., March 17, 8 a.m.-noon

Fee: $1300, includes all materials
Direct material shipping fee: $35

Test Preparation

Two delivery formats are provided:
LSAT Prep Face-to-Face Format
Mon. & Wed., Oct. 18-Nov. 27, 2017
6-9 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
(Times are listed in Mountain Standard Time)
Mon., Wed., & Sat., Jan. 10 - Feb. 5, 2018, 5 p.m. - 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

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.
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. 8-March 6, 2018
6-9 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $599
Non-student Fee: $749 per person
Face-to-Face Format
Mon. & Wed., Jan. 31-Feb. 26, 2018
5-8 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $599
Non-student Fee: $749 per person

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., Oct. 24-Nov. 16, 2017
Tue. & Thu., Nov. 28-Dec. 21, 2017
Mon. & Wed., Jan. 31-Feb. 26, 2018
5-8 p.m.
Fee: Student Fee (Boise State employees, students and alumni): $649
Non-student Fee: $749 per person

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
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. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. Training for high demand careers can be completed in as little as three to six months.
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 is here to assist our teachers with any questions that 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
- In-person, phone, and email support from 7:30 a.m.-6 p.m., Monday through Thursday and 8 a.m.-5 p.m. Friday
- Receive assistance from our coordinator in setting up and promoting courses
- Free transcript for professional development participants

Visit: k12.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 noncredit programs and courses.

The Division of Extended Studies approves and distributes 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 Professionals 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 loves education at all levels, from kindergarteners to the professional community! 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.

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.

If you google the words “people person”, Adam Cuneo will show up. Adam Cuneo enjoys helping a myriad of organizations with their development needs and brings close to 18 years of client-facing experience. When he is not helping others make their world a great place to live, work, and do business, you can find him with his family – skiing, mountain bike riding, hiking, or enjoying the fathomless pit of Netflix.

Committed to developing teams and leaders while enjoying the occasional hockey game.
Jeremy Graves is passionate about the role of different generations in successful Team building. 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 on the ice; either playing or watching his favorite sport...hockey.

Passionate about supporting educators through engaging and relevant professional development opportunities.
Jennifer Weddel has a passion for teaching and learning. She actively pursues all kinds of learning opportunities for educators by partnering with districts, organizations and the College of Education. Her contagious enthusiasm for training and technology integration make her a perfect fit for extended studies. Jennifer prides herself as a geek that loves to build droids with her husband and watch Doctor Who.

CENTER FOR PROFESSIONAL DEVELOPMENT
LOCATION
Boise State Meridian Center,
2950 E. Magic View Dr., Ste. 188,
Meridian, ID 83642
For more details about courses, content, and location, please visit our website at cpd.boisestate.edu

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