

Center for
**PROFESSIONAL
DEVELOPMENT**

YOUR PARTNER FOR EDUCATION AND TRAINING



FALL 2009 TRAINING

Bringing Boise State to your organization through training, workshops, certificate programs, and issue-focused consultations.

BOISE STATE
UNIVERSITY

EXTENDED STUDIES

Enroll online today at cpd.boisestate.edu or call 208-426-3861.



Busy professionals like you need just-in-time training and development resources to gain the competitive edge in today's tough business climate.

The Center for Professional Development is your long-term partner and provider in your quest for continuous improvement and optimum results.

Serving as a portal to all of Boise State University, we provide easy access to professional development resources through:

- Leading-edge information, technology, and certifications responsive to market demands
- Affordable, high quality, professional training
- Multiple modes and flexible times that fit your busy schedule
- Customized programs to meet your specific time, issue, and budget priorities
- Course delivery on your site or off-site
- On-going training or educational programs created to fit your organization's development needs
- Qualified instructors who are specialists in their fields and effective trainers of adults
- Consulting from experts in technical and human relations subjects

Contact us at Boise State for resources to support the success of your organization.

Ken Brauchle
Associate Dean of Extended Studies and Director of the
Center for Professional Development

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LEADERSHIP AND MANAGEMENT DEVELOPMENT

Applied Leadership: The Art of Supervision Competency-Based Learning to Enhance Leadership Skills

Increase productivity, improve employee performance, and enhance business interactions through effective supervision. This training program provides managers with practical tools to improve the performance of their units now.

Sign-up for Parts I & II or Parts III & IV to target results in a specific area, or for the full series to fill your toolbox for tackling the major demands faced by managers.

Accelerated Delivery – Same great content.

Six days away from the office instead of eight. Complete pre-work before each three-day session of the combined Parts I and II and/or Parts III and IV.

Classes in Boise –

- **Parts I & II:** Sept. 29, 30, Oct. 1, 2009, Dec. 8, 9, 10, 2009, Feb. 23, 24, 25, 2010; 8 a.m. - 5 p.m.
- **Parts III & IV:** Nov. 3, 4, 5, 2009, Jan. 12, 13, 14, 2010, Apr. 27, 28, 29, 2010; 8 a.m. - 5 p.m.

\$895.00 for each 3-day session per person, including materials and hassle-free parking.

Sign up for the full series and save \$200 when registration for Parts III & IV is completed.

- **Part I: Lead from Within** Focuses on the role of a leader, effective communication, interpersonal styles, and self management.
- **Part II: Lead Great People** Develops skills in inspiring motivation, coaching for results, leading for growth, and managing individual and team performance.
- **Part III: Lead with Purpose** Explores skills in serving your customers, decision making and problem solving, fostering organizational well being, and becoming a lean office.
- **Part IV: Lead for Legacy** Examines ethical leadership, conflict resolution, effective negotiation, and change management.

“*The Boise State Center for Professional Development Applied Leadership program is the foundation of our supervisory training. It has core concepts and practical tools that our managers can use on the job. The Center has been great to work with, responsive and sensitive to my organization’s goals.*”

– Lenn Moorhead-Rosenberg, Ph.D., Learning & Development Manager, Idaho Department of Health & Welfare

Essentials of Business: A Certificate for High Potential Managers

September 11-12, 18-19, 25-26, October 2-3, 2009, Friday and Saturday; 8 a.m. – 5 p.m.

Essentials of Business: A Certificate for High Potential Managers program format is practical and action-oriented – it incorporates hands-on exercises; real-world case studies; and a dynamic, web-based business simulation. Essentials of Business showcases the expertise, talents, and experience of the participants by

engaging you in discussions and networking opportunities with other organizational leaders and faculty.

- Equip managers to execute in a turbulent marketplace
- A business education to complement business experience
- Accelerated training for high potential managers
- Think outside of your silo
- National quality training without the travel

The tools and insights from this program equip new or experienced managers and business owners with a focused understanding of how the different business functions work as a whole.

Fee: \$1,995.00 per person, includes all materials and parking

Project Management

Two Great Courses Back-to-Back!

October 14-16, 8:30 a.m.-4:30 p.m.

Choose either course or take both for \$625!

Introduction to Project Management

This course introduces the fundamentals of project management through the use of examples and hands-on application of project management principles.

Participants work on several case studies and relate best practices to their projects.

Oct. 14-15, 8:30 a.m.-4:30 p.m.

Fee: \$450 per person, includes all materials

Using Microsoft Project

Direct application of principles using Microsoft Project 2007 software is provided. Learn to use Microsoft Project during this full day hands-on course.

Oct. 16, 8:30 a.m.-4:30 p.m.

Fee: \$225 per person, includes course handouts and workbook

“The Introduction to Microsoft Project course provided me with different analysis tools and approaches to managing different areas of my project. The session materials were very appropriate and my course expectations were exceeded. Ideas were presented in the course that I will use immediately in my job.”

– Deb Eichhorn, MotivePower, Inc.



Project Management Professional (PMP) Exam Preparation

November 20-21, 8:30 a.m.-4:30 p.m.

Fine tune your preparation for becoming a certified Project Management Professional (PMP). Improve your chances of passing the PMP Certification Exam with proven study aids, module summaries, and sample tests. Instructor is a Registered Education Provider with the Project Management Institute (PMI) who has trained hundreds of successful exam candidates.

Fee: \$649 per person, includes all materials

Finance for Non-Financial Managers

October 29, 9 a.m.-4 p.m.

Does your mind go blank when you hear Income Statement, Budget Variance and Balance Sheet? You don't need to be a math whiz to read a financial report. During this workshop, we'll break through the mystery of financial statements to clarify your organization's results and identify strategic opportunities for improving your financial performance.

Fee: \$225 per person, includes all materials

Early Bird Fee: \$210 if registered by Oct. 15

The Strategic Experience: A Program for Management Development

May 15-22, 2010 Save these Dates!

The Strategic Experience: A Program for Management Development prepares high potential managers and business owners to excel in managing operations and leading strategically.

Benefits gained from program models, methods and tools:

- Harnessing the dynamic interaction of business functions (finance, marketing, operations, etc.)
- Creating lean operations and streamlined supply chains
- Making deliberate strategic decisions
- Communicating effectively with staff, leaders, and customers

Program features:

- Challenging web-based business simulation to equip managers and business owners to execute in a turbulent marketplace
- In-depth individual leadership assessment
- Presentations by nationally recognized faculty that compare very favorably with programs offered at twice the cost by big name universities
- Interaction with current and future leaders as well as insights from a panel of CEO's

Make the investment in the leaders who will apply and adapt new skills to navigate these turbulent times and build your business's long term success.



BUSINESS COMMUNICATION DEVELOPMENT

Resolving Workplace Conflicts

September 21, 8:30 a.m. – 12 Noon

This workshop provides participants with analytical tools to determine the causes of workplace conflict and approaches for resolution. Tools and practice will be presented which guide in managing one's reactions, focusing on solutions, and promoting effective cooperation.

Fee: \$179 per person, includes all materials

Negotiation Strategies for Results

September 21, 1 p.m. – 4:30 p.m.

Negotiation skills are useful for staff at all levels of an organization and essential for managers. Participants will learn to address situations that require the ability to flex between competitive and collaborative approaches. You can improve negotiation results with skills to identify and adapt to different bargaining assumptions and goals.

Fee: \$179 per person, includes all materials

***Sign up for Negotiation Strategies for Results and Resolving Workplace Conflicts
for \$299 - Save \$59!***

Writing for Clarity in Business

December 2-3; 9 a.m.-4 p.m.

How you present yourself in writing can make a lasting impression on your readers, whether you are sending an email, creating a report, or writing a letter. This workshop is designed to help you get back to the basics of business writing. In-class exercises will provide you with the opportunity to fine-tune your writing skills and receive individual feedback on your writing style.

Fee: \$450 per person, includes all materials

Early Bird Fee: \$425 if registered by Nov. 18



HUMAN RESOURCE MANAGEMENT DEVELOPMENT

Train the Trainer

October 27-28; 9 a.m.-4 p.m.

Training can be one of the biggest challenges in the workplace. Whether you are a supervisor training an employee on the job or a trainer responsible for educating an entire workforce, Techniques from this workshop can make you more effective.

Fee: \$450 per person, includes all materials

Early Bird Fee: \$425 if registered by Oct. 1

SHRM® Essentials of Human Resource Management Certification

October 21-22; 8 a.m.-5 p.m.

Gain an overview of the human resources function and solutions for the most vital and timely HR issues related to changes in labor law, selection of qualified employees, effective compensation, orientation and training, and management of employee performance.

Fee: \$650 per person, includes all materials

PHR/SPHR Certification Review Course

November 5, 6, 7; 8 a.m.-5 p.m.

An intensive, three-day program designed specifically for individuals seeking certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®). We offer this program in cooperation with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, includes application exercises that develop specific competencies and decision making skills. As a certification preparation program, it consistently beats the national pass rate.

Fee: \$1,065 per person, includes all materials



SPECIALIZED PROFESSIONAL DEVELOPMENT

Construction Management

Oct. 16-17, Nov. 13-14, Dec. 11-12, 2009, Jan. 15-16, Feb. 19-20, March 12-13, 2010

Taught by qualified construction management faculty with real-world experience, the Construction Certificate program provides a thorough overview of the construction process from pre-planning through project closeout. The content you take out of the class can immediately be put to use.

Topics include:

- Construction Materials, Methods and Applications
- Green Building Materials and Methods
- Contract (Construction Service) Delivery
- Quality Assurance and Quality Control
- Current and Emerging Topics in Construction
- Project Estimating
- Risk Management
- Project Planning and Scheduling
- Construction Safety, Codes and Compliance
- Project Economics
- Decision Making, Problem Solving and Leadership
- Project Controls
- Project Completion
- Project Management
- Ethics

Fee: \$4,745 per person, includes all materials

Early Bird Fee: \$4,495 if registered by Oct. 2

Introduction to Green Building

Dates Coming Soon!

This course provides an overview of green building concepts including the rating systems such as LEED and GreenGlobes, current case studies, the economics of green building, benefits and barriers and sources of information. Course will run over four months, one Saturday per month.

“Very good class, well put together. I found the health benefits of green building most valuable.”

– Jeff VanSickel, Power Engineers, Inc.

GRE/GMAT Preparation Courses

Graduate Record Exam (GRE)

Sept. 15, 22, 29, Oct. 6, 13, 20, 27, Nov. 3, 10; 6 p.m.-9 p.m.

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. Course consists of nine, 3-hour sessions. First class session includes proctored diagnostic exam, beginning promptly at 6:00 p.m., and distribution of the textbook, practice tests and GRE CAT CD-ROM. Instruction begins at second session.

Fee: \$399 per person, includes all materials

Graduate Management Admissions Test (GMAT)

Sept. 17, 24, Oct. 1, 8, 15, 22, 29, Nov. 5, 12, 2009 (1st class is 6 p.m.-10 p.m. for diagnostic practice exam)

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. Course consists of nine, 3-hour sessions. First class session is 4 hours and includes proctored diagnostic exam, beginning promptly at 6:00 pm, and distribution of textbook, practice tests and GMAT CAT CD-ROM. Instruction begins at second session.

Fee: \$449 per person, includes all materials.

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, call (208) 426-3485.



GIS PROFESSIONAL DEVELOPMENT COURSES

ArcGIS Desktop II – Tools and Functionality

September 23-25, 9 a.m.-5 p.m.

Course is designed for those with an education in or workplace experience with GIS but no ArcGIS software experience. This course assumes knowledge of basic GIS concepts. By the end of the course, you will be prepared to start working with the software on your own. *ESRI authorized course*

Introduction to ArcGIS Desktop III – Workflows and Analysis

October 8-9; 9 a.m.-5 p.m.

ArcGIS Desktop III builds on the skills and knowledge taught in ArcGIS Desktop II: Tools and Functionality. This course shows how to apply ArcGIS tools in a workflow. Topics include: Migrating data to a

geodatabase; geodatabase behavior; editing GIS data; aligning spatial data; managing geoprocessing tools and settings; analyzing GIS data; using Model Builder; GIS analysis projects. Prerequisites: Students should complete *ArcGIS Desktop II: Tools and Functionality* or *Learning ArcGIS Desktop* or have equivalent knowledge. *ESRI authorized course*

Introduction to Geospatial Databases

October 22-23; 9 a.m.-5 p.m.

An introduction to geodatabase concepts in ArcGIS. The course covers migrating existing data into a geodatabase, adding behaviors to features, creating relationships between objects and creating and editing features in a geodatabase. *ESRI authorized course*

GIS Internet

TBA; 9 a.m.-5 p.m.

This two-day course is an introduction to Internet Map Server (IMS). The course will introduce the participant to Internet map authoring, web site design and publishing using the ArcIMS manager. *ESRI authorized course*

Introduction to ArcObjects

November 18, 19, & 20; 9 a.m.-5 p.m.

An introduction to customizing ArcGIS™ using ArcObjects™. This course will cover building custom applications; and introduction to basic coding; and creating subroutines and functions using VBA. The introduction to ArcObjects™ will include programming with interfaces, navigating object model diagrams, and using ArcObjects™ in ArcGIS™ applications. *ESRI authorized course*

Introduction to ArcView

On demand basis, please contact us at 426-3485

This two-day course provides a conceptual overview and hands-on experience using ArcView GIS 3.x software. It teaches basic ArcView GIS functionality and enables participants to quickly take advantage of the software's powerful display and analysis capabilities. Attendees are introduced to the ArcView GIS GUI and use ArcView GIS to create, edit, display, query, and analyze geographic and tabular data and create presentation quality maps and charts. *ESRI authorized course*

Introduction to Avenue

On demand basis, please contact us at 426-3485

Course provides the skills and knowledge needed to use OOP language, Avenue, to customize the ArcView GIS 3.x GUI. The course employs a task-oriented approach that gives participants the tools they need to become proficient users. Class attendees learn how to use the Customize dialog box and Avenue scripts to create a new customized interface. They write their own scripts to perform different tasks in all areas of GIS implementation. Participants also will create, display, and query information and print hardcopy maps. *ESRI authorized course*

Cancellation Policy For All Courses

Cancel 6 days before class to receive a full refund. Cancel 48 hours prior to class to receive a full refund minus a \$25 processing fee. If you cancel less than 48 hours prior to class you are responsible for the full fee, which you may apply toward another class held within 6 months. Your registration may be transferred at any time with no fee by calling (208) 426-3861 with the name of your substitute attendee.

Center for Professional Development Schedule At-A-Glance

To register, call (208) 426-3861 or email: cpdinfo@boisestate.edu

Online at <http://cpd.boisestate.edu>

Leadership and Management Development

Applied Leadership: The Art of Supervision Competency-Based Learning to Enhance Leadership Skills

Accelerated Delivery - Applied Leadership: The Art of Supervision

Same great content. Less time away from the office. Complete pre-work before attending each three-day session in Boise:

Part I & II Sept. 29, 30, Oct. 1; Dec. 8, 9, 10; Feb. 23, 24, 25; 8 a.m.-5 p.m.

Part III & IV Nov. 3, 4, 5; Jan. 12, 13, 14; Apr. 27, 28, 29; 8 a.m.-5 p.m.

Essentials of Business Sept. 11-12, 18-19, 25-26, Oct. 2-3; 8 a.m.-5 p.m.
Boise; **Fee:** \$1,995 per person, includes all materials and parking.

Project Management – Two Great Courses Back-to-Back! October 14-16, 8:30 a.m.-4:30 p.m.

Introduction to Project Management Oct. 14-15, 8:30 a.m.-4:30 p.m.
Boise; **Fee:** \$450 per person, includes all materials

Using Microsoft Project Oct. 16, 8:30 a.m.-4:30 p.m.
Boise; **Fee:** \$225 per person, includes course handouts and workbook

Choose either *Introduction to Project Management* or *Using Microsoft Project* or take both for \$625!

Project Management Professional (PMP) Exam Preparation Nov. 20-21, 8:30 am-4:30 pm
Boise; **Fee:** \$649 per person, includes all materials

Finance for Non-Financial Managers Oct. 29, 9 a.m.-4 p.m.
Boise; **Fee:** \$225 per person, includes all materials

The Strategic Experience: A Program for Management Development May 15-22, 2010
Sun Valley, Idaho **SAVE THE DATES!**

Business Communication Development

Resolving Workplace Conflicts Sept. 21, 8:30 a.m.-12 Noon
Boise; **Fee:** \$179 per person, includes all materials.

Negotiation Strategies for Results Sept. 21, 1 p.m.-4:30 p.m.
Boise; **Fee:** \$179 per person, includes all materials.

Sign up for *Resolving Workplace Conflicts* and *Negotiation Strategies for Results* for \$299 - Save \$59!

Writing for Clarity in Business Dec. 2-3, 9 a.m.-4 p.m.
Boise; **Fee:** \$450 per person, includes all materials. **Early Bird Fee:** \$425 if registered by Nov. 18.

Human Resource Management Development

- Train the Trainer** Oct. 27-28, 9 a.m.-4 p.m.
Boise; **Fee:** \$450 per person, includes all materials. **Early Bird Fee:** \$425 if registered by Oct. 1.
- SHRM® Essentials of Human Resource Management Certification** Oct. 21-22, 8 a.m.-5 p.m.
Boise; **Fee:** \$650 per person, includes all materials.
- PHR/SPHR Certification Review Course** Nov. 5, 6, 7; 8 a.m.-5 p.m.
Boise; **Fee:** \$1,065 per person, includes all materials.

Specialized Professional Development

- Construction Management** Oct. 16-17, Nov. 13-14, Dec. 11-12, Jan. 15-16,
Feb. 19-20, Mar. 12-13; 8 a.m.-5 p.m.
Boise; **Fee:** \$4,745 per person, includes all materials. **Early Bird Fee:** \$4,495 if registered by Oct. 2.
- Introduction to Green Building** Dates Coming Soon!
Boise; **Fee:** \$1200 per person, includes all materials

GRE/GMAT Preparation Courses

- Graduate Record Exam (GRE)** Sept. 15, 22, 29, Oct. 6, 13, 20, 27, Nov. 3, 10; 6 p.m.-9 p.m.
Boise; **Fee:** \$399 per person, includes all materials
- Graduate Management Admissions Test (GMAT)** Sept. 17, 24, Oct. 1, 8, 15, 22, 29, Nov. 5, 12;
1st class is 6 p.m.-10 p.m. for diagnostic practice exam.
Boise; **Fee:** \$449 per person, includes all materials

GIS Professional Development Courses

- All GIS courses are \$585 per person, with the exception of *Introduction to ArcObjects* and *ArcGIS Desktop II – Tools and Functionality* which are \$805 per person, per class and includes the book.
- ArcGIS Desktop II – Tools and Functionality** Sept. 23-25; 9 a.m.-5 p.m.
Boise
- Introduction to ArcGIS Desktop III - Workflows and Analysis** Oct. 8-9; 9 a.m.-5 p.m.
Boise
- Introduction to Geospatial Databases** Oct. 22-23; 9 a.m.-5 p.m.
Boise
- GIS Internet** TBA; 9 a.m.-5 p.m.
Boise
- Introduction to ArcObjects** Nov. 18, 19, & 20; 9 a.m.-5 p.m.
Boise
- Introduction to ArcView** On-demand basis, please contact us at 426-3485
Boise
- Introduction to Avenue** On-demand basis, please contact us at 426-3485
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