

YOUR CLASSROOM, OUR CLASSROOM  
 TRADITIONAL, LIVE VIRTUAL OR ONDEMAND  
 YOU DECIDE . WE DELIVER.

## What's New

Wireless and Mobility	Juniper	Palo Alto	KnowBe4	Barracuda	DevOps
Diversity, Equity, and Inclusion + Belonging	Citrix	Cydrill	Mile 2	CheckPoint	Red Hat
Technical Writers and Development	Aruba	Dell Tech	Splunk	Tableau	AWS
Expert for Hire - Let Us Do the Work	Fortinet	Gigamon	NetApp	IoT	Google Cloud
ExecuTrain Pro Subscription	SAFe	SCRUMstudy	BlockChain	SAP	Apple

## Security

<b>Security Administrator</b>	COST	LENGTH	DEC	JAN	FEB
CompTia Security+	\$2,475	5 Days	12	23	13
EC-Council Certified Ethical Hacker (CEH) v12	\$3,495	5 Days			
SC-300Too Microsoft Identity and Access Administrator	\$2,380	4 Days	20		
Healthcare Information Security and Privacy Practitioner (HCISPP)	\$2,037	3 Days			
AWS Security Essentials	\$695	1 Day	12		
NIST Cyber Security Professional Foundation	\$995	1 Day	14		
SC-100Too CyberSecurity Architect	\$2,380	4 Days	19	23	
SC-400Too Microsoft Information Protection	\$1,785	3 Days			8
MS-500 Microsoft 365 Security Administrator	\$2,380	4 Days	5		
SC-900 Security Compliance Fundamentals	\$100	1 Day	19		
Linux in Physical, Virtual, and Cloud (RH415)	\$4,000	5 Days			
<b>Security Analyst</b>	COST	LENGTH	DEC	JAN	FEB
CompTIA Cybersecurity Analyst (CySA+)	\$3,000	5 Days	19	23	
CompTIA Penetration Tester+ (Pen Test+)	\$3,000	5 Days	Jan 16		
SC-200Too: Microsoft Security Operations Analyst	\$2,380	4 Days	Jan 30		
<b>Security Engineer</b>	COST	LENGTH	DEC	JAN	FEB
AZ-500Too Azure Security Technologies	\$2,380	4 Days	5	16	
CompTIA Advanced Security (CASP+)	\$2,475	5 Days	12		
Security Engineering on AWS	\$2,025	3 Days	13		
EC-Council Certified Ethical Hacker (CEH) v12	\$3,495	5 Days			
NIST Cyber Security Professional (NCSP) Foundation	\$3,295	4 Days	12		
SC-200Too: Microsoft Security Operations Analyst	\$2,380	4 Days		30	
<b>Security Identity and Access Managers</b>	COST	LENGTH	DEC	JAN	FEB
SC-300Too Microsoft Identity and Access Administrator	\$2,380	4 Days			
SC-400Too Microsoft Information Protection	\$1,785	3 Days			8
SC-900 Security Compliance Fundamentals	\$100	1 Day	19		

# Security

<b>Security Manager</b>	COST	LENGTH	DEC	JAN	FEB
CISSP-Certified Information Systems Security	\$3,395	5 Days	19		
EC-Council Certified Chief Information Security	\$3,495	4 Days			
EC-Council Certified Network Defender (CND)	\$3,495	5 Days	5		
ITIL® 4 Foundation	\$1,695	2 Days	5,21,27		
ITIL® 4 Specialist (CDS)	\$2,385	3 Days		11	
NIST Cyber Security Professional (NCSP) Practitioner	\$3,295	4 Days	13		
<b>Security Administrator</b>	COST	LENGTH	DEC	JAN	FEB
AZ-500Too Azure Security Technologies	\$2,380	4 Days	5	16	
Security in Google Cloud	\$1,950	3 Days			
Certified Cloud Security Professional (CCSP)	\$4,549	5 Days		30	
<b>Various Security</b>	COST	LENGTH	DEC	JAN	FEB
Certified CMMC Professional (CCP)	\$2,995	5 Days		23	
Certified Information Security Manager (CISM)	\$1,995	3 Days			20
Certified Information Systems Auditor (CISA)	\$3,250	5 Days	19		
CISSP-Certified Information Systems Security	\$3,395	5 Days	19	30	
Certified in Risk/Information Systems Control	\$2,037	3 Days	19		
CyberSec First Responder™	\$3,495	5 Days			13
<b>Safety &amp; CyberSecurity for Employees</b>	COST	LENGTH	DEC	JAN	FEB
Stay Safe: Emergency Steps for Front Desk Staff	\$295	1 Day	13		
Stay Safe: Workplace Violence/Active Shooter Preparedness	\$395	1 Day	12		
CyberSAFE Extended Edition	\$295	1 Day			
Security - Government Regulations	\$100	4 Hours			
CyberSecurity for Beginners	\$150	4 Hours	14		
CyberSecurity Advanced Desktop User	\$150	4 Hours	2		
<b>CompTia</b>	COST	LENGTH	DEC	JAN	FEB
CompTIA Advanced Security Practitioner	\$3,295	5 Days	12		
CompTIA Cybersecurity Analyst (CySA+)	\$2,475	5 Days	12		
CompTIA Penetration Tester+ (PenTest+)	\$3,295	5 Days		16	
CompTIA Security+ Certification (Exam SY0-601)	\$2,475	5 Days	5,21,27		
<b>Cydrill</b>	COST	LENGTH	DEC	JAN	FEB
All Certified Cydrill Schedule--Please call (208) 327-0768					

## Network - Systems Administrator

<b>Microsoft</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
55265 Microsoft PowerApps	\$1,190	2 Days	12		
55268 Microsoft Power Automate End User	\$595	1 Day			
55341 Installation, Storage, and Compute with Windows Server	\$2,975	5 Days	12		13
55343 Networking with Windows Server	\$2,975	5 Days		23	
55344 Identity with Windows Server	\$2,975	5 Days		30	
55354 Administering Office 365	\$2,975	5 Days			13
MS-700Too Managing Microsoft Teams	\$2,380	4 Days	12	9	
MS-720Too Microsoft Teams Voice Engineer	\$1,785	3 Days			
MS-600Too Building Applications/Solutions	\$2,975	5 Days			
AZ-800Too Administering Windows Server Hybrid Core Infrastructure	\$2,380	4 Days	5		
AZ-801Too Configuring Windows Server Hybrid Advanced Services	\$2,380	4 Days		30	
Automating Administration Windows Powershell	\$2,975	5 Days	19		
Advanced Automated Administration with PowerShell	\$1,785	3 Days	12		13
Designing/Implementing Azure Solutions	1785	3 Days			
MD-100Too Windows Client	\$2,975	5 Days	5		
MD-101Too Managing Modern Desktops	\$2,975	5 Days	19		
55348 Administering EndPoint Configuration Manager	\$2,975	5 Days	19		
MS-100Too Microsoft 365 Identity and Services	\$2,975	5 Days		16	
MS-101Too Microsoft 365 Mobility and Security	\$2,975	5 Days	12		
MS-203Too Microsoft 365 Messaging	\$2,975	5 Days			

## Network - Systems Administrator

<b>Cisco</b>	COST	LENGTH	DEC	JAN	FEB
All Certified Cisco Course Schedule--Please call (208) 327-0768					
Use <b>Cisco Learning Credits</b> at ExecuTrain					
CCNA	\$4,195	5 Days	7	5	9
DCIUCS Introducing Cisco Unified Computing System	\$3,100	3 Days	21		1
Configuring Cisco Unified Computing System (DCCUCS)	\$3,100	3 Days			
DCACI Implementing Cisco Application Centric Infrastructure	\$4,600	5 Days	12		1
Implementing Automation for Cisco Collaboration Solutions (CLAUI)	\$3,000	3 Days			27
Implementing Cisco Enterprise Wireless Networks (ENWLSI)	\$4,300	5 Days	5	9	
<b>CompTia</b>	COST	LENGTH	DEC	JAN	FEB
Government Regulations					
National Initiative for Cybersecurity Education (NICE) and DOD 8570/8140					
CompTIA IT Fundamentals+	\$2,475	5 Days	5	30	
CompTia A+	\$2,475	5 Days	5,19	9,30	
CompTia Data+ Certification	\$2,475	5 Days		9	
CompTIA Linux+ Certification	\$2,475	5 Days			
CompTIA Network+ (N10-008)	\$2,475	5 Days	12	23	
CompTia Security+	\$2,475	5 Days	12	23	13
CompTia Server+	\$2,475	5 Days			
CompTIA Penetration Tester+ (PenTest+)	\$3,295	5 Days		16	
CompTIA Advanced Security (CASP+)	\$2,475	5 Days	12		
CompTIA Cybersecurity Analyst (CySA+)	\$3,295	5 Days	19	23	
CompTIA Cloud Essentials Certification	\$1,485	3 Days	12		
CompTIA Cloud+ Certification	\$2,475	5 Days	12		

## Network - Systems Administrator

<b>Citrix</b>	COST	LENGTH	DEC	JAN	FEB
Citrix CNS-227 Deploy and Manage Citrix ADC 13.x wi	\$5,000	5 Days			
Citrix CMB-318 Virtual Apps and Desktops 7, App Layering and WEM Administration (Fast Track)	\$6,000	5 Days			
SC-900 Security Compliance Fundamentals	\$4,250	5 Days			
<b>Vmware</b>	COST	LENGTH	DEC	JAN	FEB
VMware vSphere Fast Track	\$6,475	5 Days			
VMware vSphere: Install Configure Manage v7.0	\$4,250	5 Days			
VMware Horizon 8: Deploy and Manage	\$4,250	5 Days			
<b>FortiGate</b>	COST	LENGTH	DEC	JAN	FEB
FortiGate Security- NSE4 (FORT-SECI)	\$2,900	3 Days			
FortiGate Infrastructure- NSE4 (FORT-INFRA)	\$1,900	2 Days			
<b>Dell Technologies</b>	COST	LENGTH	DEC	JAN	FEB
Dell - PowerEdge Installation, Administration and Troubleshooting	\$2,400	3 Days			
<b>RedHat</b>	COST	LENGTH	DEC	JAN	FEB
Red Hat Security - Linux in Physical, Virtual, and Cloud (RH415)	\$4,000	5 Days			
<b>F5 Networks</b>	COST	LENGTH	DEC	JAN	FEB
F5 Networks Administering BIG-IP	\$2,200	2 Days			
<b>Junos</b>	COST	LENGTH	DEC	JAN	FEB
IJOS - Introduction to the Junos Operating System	\$2,395	3 Days			
<b>Palo Alto</b>	COST	LENGTH	DEC	JAN	FEB
Palo Alto Networks Firewall: Troubleshooting EDU-330	\$5,000	5 Days			
<b>Aruba</b>	COST	LENGTH	DEC	JAN	FEB
ArubaOS-CX Switching Fundamentals (CXF)	\$3,200	5 Days			

## Database/Analysis

SQL	COST	LENGTH	DEC	JAN	FEB
Introduction to SQL Databases	\$1,785	3 Days	5		8
SQL Server Integration Services	\$2,380	4 Days	19		
55232 Writing Analytical Queries for BI	\$1,785	3 Days		30	
55353 Administering a SQL Database Infrastructure	\$2,975	4 Days		23	
DP-0500 Migrate SQL workloads to Azure	\$1,190	2 Days		23	
DP-300Too Administering Microsoft Azure SQL Solutions	\$2,380	4 Days	20		
DP-080Too Querying Data with Microsoft Transact-SQL	\$1,190	2 Days	1		
SQL Querying Fundamentals	\$495	1 Day	14		
SQL Querying Advanced	\$495	1 Day	19		

## Desktop Users

Microsoft Excel	COST	LENGTH	DEC	JAN	FEB
Excel for Beginners	\$295	1 Day	6,12,21,29	3,12,18,25,31	
Excel Beyond the Basics	\$295	1 Day	8,15,23,30	5,13,20,27	
Excel Power User	\$295	1 Day	5,13,20,27	9,24	
Excel for Data Analysts	\$1,200	3 Days			
Use a Table to Create a Pivot Table	\$495				
Excel Data Analysis with PivotTables	\$295	3 Hours	16	26	
Excel Data Analysis with Power Pivot	\$295	3 Hours	16	26	
Excel Formulas & Charts	\$295	3 Hours	13	30	
The Best of Excel	\$590	2 Days	8		
Excel Pivot Tables for Beginners	\$295	3 Hours	13	30	
Data Analysis and Visualization with Excel	\$725	2 Days	5		
Excel Programming with VBA	\$1,200	3 Days	12		
Reporting Tools	COST	LENGTH	DEC	JAN	FEB
Tableau QuickStart	\$995	1 Day			
Tableau Fundamentals	\$1,400	2 Days			
Tableau Beyond the Basics	\$1,595	2 Days			
55123 Writing Reports with Report Builder	\$1,190	2 Days			16
Crystal Reports for Beginners	\$990	2 Days	1		
Safety & CyberSecurity for Employees	COST	LENGTH	DEC	JAN	FEB
Stay Safe: Emergency Steps for Front Desk Staff	\$295	1 Day	13		
Stay Safe: Workplace Violence/Active Shooter Preparedness	\$395	1 Day	12		
CyberSAFE Extended Edition	\$295	1 Day	14		
Security - Government Regulations	\$100	4 Hours			
CyberSecurity for Beginners	\$150	4 Hours	1		
CyberSecurity Advanced Desktop User	\$150	4 Hours	2		
Microsoft OneNote	COST	LENGTH	DEC	JAN	FEB
OneNote	\$295	1 Day	1	23	
Microsoft Access	COST	LENGTH	DEC	JAN	FEB
Access for Beginners	\$590	2 Days	5	5	6
Access Beyond the Basics	\$590	2 Days	15		13
Access Macros Programming with VBA	\$900	3 Days			

## Desktop Users

<b>Microsoft Teams</b>	COST	LENGTH	DEC	JAN	FEB
55265 Microsoft PowerApps	\$1,190	2 Days	12		
55268 Microsoft Power Automate End User	\$595	1 Day			
Microsoft Office 365 & Teams	\$295	1 Day		10	
MS-900To1 Microsoft 365 Fundamentals	\$295	1 Day	19		
Microsoft Teams	\$295	1 Day		10	
<b>Microsoft Outlook</b>	COST	LENGTH	DEC	JAN	FEB
Outlook for Beginners	\$295	1 Day	19		
Outlook Power User	\$295	1 Day	2,28		
<b>Microsoft PowerPoint</b>	COST	LENGTH	DEC	JAN	FEB
PowerPoint for Beginners	\$295	1 Day	14		
PowerPoint Visual and Special Effects	\$295	1 Day	19		
Presentation Skills	\$395	1 Day			
<b>Microsoft SharePoint</b>	COST	LENGTH	DEC	JAN	FEB
SharePoint - Site User	\$495	1 Day	7		
SharePoint - Site Owner Forms and Flow	\$495	1 Day	Feb 10		
SharePoint - Advanced Site Owner	\$495	1 Day	13		
55265 Microsoft PowerApps	\$1,190	2 Days	12		
55215 SharePoint Online Power User	\$2,380	4 Days	5		6
55238 SharePoint Online for Administrators	\$1,785	3 Days	27		15
<b>Microsoft Visio</b>	COST	LENGTH	DEC	JAN	FEB
Visio for Beginners	\$350	1 Day	22		
Visio Power Users	\$495	1 Day	23		
<b>Microsoft Word</b>	COST	LENGTH	DEC	JAN	FEB
Word for Beginners	\$295	1 Day	1, 21		
Word Beyond the Basics	\$295	1 Day	7,23		
Word Power User	\$395	1 Day	27		

## Project Management

<b>Microsoft Project</b>	COST	LENGTH	DEC	JAN	FEB
55301 Mastering Microsoft Project	\$1,400	3 Days			27
Project Management Fundamentals - Theory	\$595	1 Day	6		
Project for Beginners	\$295	1 Day	7		
Project Power Users	\$500	1 Day	13		
<b>Project Professionals</b>	COST	LENGTH	DEC	JAN	FEB
Project Management Essentials - Theory	\$1,797	3 Days	6,14		
Project Communications	\$1,190	2 Days			
Project Team Leadership	\$1,190	2 Days			
Project Scope & Schedule Management	\$1,190	2 Days			
<b>Project Management Certifications</b>	COST	LENGTH	DEC	JAN	FEB
Project Management - (PMBOK® Guide)	\$2,380	4 Days			
PMP Certification Preparation	\$2,995	5 Days	5	16	
Certified Associate in Project Management (CAPM)® Course - Sixth Edition	\$2,380	3 Days	5		6
CompTIA Project+ Certification	\$2,475	5 Days			
<b>Agile and Scrum</b>	COST	LENGTH	DEC	JAN	FEB
Agile and Scrum Methodologies	\$475	1 Day	27	25	
Scrum Developer Certified (SDC™)	\$1,495	2 Days	19		
Scrum Master Certified (SMC®)	\$1,495	2 Days	8		
Certified Agile Service Manager (CASM)	\$1,590	2 Days	12		
Scrum Product Owner Certified (SPOC®)	\$1,495	2 Days	12		
Agile Project Methodologies	\$1,198	2 Days	1		6
PMI Agile (PMI-ACP)® Exam Preparation	\$1,797	3 Days		23	
Agile Project Management using JIRA	\$1,495	2 Days			

## Graphic Design & Web Design

<b>Adobe</b>	COST	LENGTH	DEC	JAN	FEB
Adobe Acrobat for Beginners	\$395	1 Day			
Adobe Acrobat Forms/Commercial Print	\$395	1 Day	20		
Adobe Illustrator for Beginners	\$790	2 Days			
Adobe InDesign for Beginners	\$790	2 Days			
Adobe Photoshop for Beginners	\$790	2 Days	12		
Adobe Captivate for Beginners	\$790	2 Days			
Adobe Captivate Beyond the Basics	\$790	2 Days			
<b>Web Development</b>	COST	LENGTH	DEC	JAN	FEB
HTML, CSS, and JavaScript	\$2,975	5 Days			
HTML5 - Content Authoring Fundamentals	\$395	1 Day			
HTML5 - Content Authoring Advanced	\$395	1 Day			
JavaScript Essentials with jQuery	\$3,495	5 Days			
WordPress Fundamentals	\$790	2 Days			



# Cloud Administration

<b>Cloud Administrators</b>	COST	LENGTH	DEC	JAN	FEB
AZ-900Too Microsoft Azure Fundamentals	\$100	1 Day	12		
AZ-104Too - Microsoft Azure Administrator Systems Operations on AWS	\$2,380 \$2,025	4 Days 3 Days	13	3, 17, 31	14,28
<b>Cloud Architect</b>	COST	LENGTH	DEC	JAN	FEB
Infrastructure Solutions	\$2,380	4 Days		9	
Architecting on AWS	\$2,025	3 Days	5		
Architecting with Google Compute Engine	\$1,900	3 Days			
VMware vSphere: Install, Configure, Manage	\$4,250	5 Days			
<b>Cloud Migration Specialist</b>	COST	LENGTH	DEC	JAN	FEB
AZ-305Too Designing Microsoft Azure Infrastructure Solutions	\$2,380	4 Days		9	
Systems Operations on AWS	\$2,025	3 Days			
VMware vSphere: Install, Configure, Manage	\$4,250	5 Days			
<b>Cloud Security Administrator</b>	COST	LENGTH	DEC	JAN	FEB
AZ-500Too Microsoft Azure Security Technologies	\$2,380	4 Days	5	16	
Security Essentials on AWS	\$675	1 Day			
Cloud (RH415)	\$4,000	5 Days			
<b>AWS</b>	COST	LENGTH	DEC	JAN	FEB
AWS Technical Essentials	\$695	1 Day	14		
AWS Cloud Practitioner Essentials	\$695	1 Day		12	
Security Engineering on AWS	\$2,025	3 Days	8,28	13	
Systems Operations on AWS	\$2,025	3 Days	15		
Architecting on AWS	\$2,025	3 Days		13	

## Information Technology Service Management

<b>ITIL</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
ITIL® 4 Foundation	\$1,695	2 Days	5,21,27	12,19,23	
ITIL® 4 Specialist (CDS)	\$2,385	3 Days			
ITIL® 4 Strategist (DPI)	\$2,385	3 Days	7		
ITIL® 4 Specialist (MPT)	\$3,475	5 Days			
ITIL® 4 Strategic Leader: Digital and IT Strategy (DITS)	\$2,385	3 Days	5		
ITIL 4 Managing Professional (DSV)	\$2,385	3 Days			
ITIL® 4 High Velocity IT (HVIT)	\$2,385	3 Days			
<b>DEVOPS</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
DevOps Foundation	\$1,495	2 Days		12,19,23	
DevOps Leader (DOL)®	\$1,495	2 Days			
<b>COBIT</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
Cobit 9	\$1,330	2 Days		12,19,23	

## Business Analysis

<b>Business Process and Analysis</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
55232 Writing Analytical Queries for BI	\$1,785	3 Days		30	
BACP02 - Certified Business Analysis Professional (CBAP®) Exam Preparation	\$2,695	4 Days			Mar 6
BA30 – Foundations of Business Analysis	\$2,660	4 Days			
BA01 - Business Analysis Essentials	\$1,395	2 Days		23	
BA02 - Strategic Business Analysis	\$1,395	2 Days			6
BA03 - Writing Effective Business Cases	\$1,395	2 Days			Mar 3
BA04 - Eliciting / Writing Effective Requirements	\$1,795	3 Days			
BA05 - Process Modeling Using BPMN	\$1,395	2 Days			
BA06 - Managing and Communicating Requirements for Projects	\$1,395	2 Days			
BA08 - Agile for Business Analysts	\$1,395	2 Days	5		Apr 3
Agile Project Methodologies	\$1,395	2 Days			
BA17 - Advanced Root Cause Analysis	\$1,395	2 Days			
BA20 - Business Process Improvement	\$1,395	2 Days			
BA29 - User Acceptance Testing for Business Analysts	\$1,395	2 Days	7		

# Programming

<b>Azure</b>	COST	LENGTH	DEC	JAN	FEB
All Certified Azure Course Schedule--Please call (208) 327-0768					
AZ-900 Azure Fundamentals	\$100	1 Day	12	16,30	13
AZ-204 Developing Solutions for Azure	\$2,975	4 Days	5	9	
DP-0500 Migrate SQL workloads to Azure	\$1,190	2 Days		23	
DP-203Too Data Engineering on Microsoft Azure	\$2,380	4 Days	12		
DP-090Too Implementing a Machine Learning Solution with Microsoft Azure Databricks	\$100	1 Day			17
AZ-400 Designing/Implementing DevOps	\$2,380	4 Days	19		
<b>Python</b>	COST	LENGTH	DEC	JAN	FEB
Python 3 Essentials	\$3,495	5 Days		9	
Python With Data Science	\$1,190	2 Days			
Data Wrangling with Python	\$1,785	3 Days		30	
<b>Intro to Programming</b>	COST	LENGTH	DEC	JAN	FEB
55337 Introduction to Programming	\$2,975	5 Days		9	
55339 Programming in C#	\$2,975	5 Days	12		13
Learning Git and GitHub	\$1,495	2 Days			
Agile Project Methodologies	\$1,198	2 Days			
<b>AI Development</b>	COST	LENGTH	DEC	JAN	FEB
Certified Artificial Intelligence (AI) Practitioner	\$3,475	5 Days			
AI-102Too Designing/Implementing Azure AI	\$2,385	4 Days			13
AZ-900 Azure Fundamentals	\$100	1 Day	12	16,30	13
<b>Java</b>	COST	LENGTH	DEC	JAN	FEB
Java for Beginners	\$3,495	5 Days			
JavaScript Essentials with jQuery	\$3,495	5 Days		23	
HTML, CSS, and JavaScript	\$2,975	5 Days		16	

# Professional Development

<b>Self Directed Development</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
Accounting Skills	\$450	1 Day		16	
Business Writing	\$295	1 Day	2	24	
Advanced Business Writing	\$600	2 Days		19	
10 Soft Skills You Need	\$395	1 Day		9	7
Grammar Essentials	\$295	1 Day		10	
Interpersonal Skills	\$395	1 Day	1		
Emotional Intelligence	\$1,150	2 Days		19	
SHRM Essentials of HR Management	\$1,390	2 Days			
Presentation Skills	\$395	1 Day			
Time Management	\$295	1 Day	13		
Time Management & Goal Setting	\$590	2 Days			
Email Etiquette	\$100	4 Hours			
<b>Professional Development</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
Change Management	\$395	1 Day			13
Change Management Practitioner	\$1,500	2 Days			16
Communication Strategies	\$295	1 Day	20	27	28
Conflict Resolution	\$395	1 Day	7		
Conflict Resolution & Civility	\$1,190	2 Days	7		
Customer Service	\$195	1 Day			9
Handling a Difficult Customer	\$195	1 Day	6		
Work Relationships: Influence, Inclusion and Impact	\$1,190	2 Days			
<b>Supervisors &amp; Leadership</b>	<b>COST</b>	<b>LENGTH</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>
Supervising Others	\$395	1 Day	6		
Teamwork and Team Building	\$395	1 Day			
Coaching and Mentoring	\$395	1 Day		19	
Critical Thinking	\$395	1 Day			1
Critical Thinking & Decision Making	\$600	2 Days	15		
Creative Problem Solving	\$395	1 Day	15		
Culture of Diversity & Inclusive Leadership	\$1,190	2 Days			
Employee Motivation	\$395	1 Day		18	
Positive Assertiveness & Inclusive Leadership	\$1,190	2 Days			
Leadership and Influence	\$395	1 Day			
Leadership Excellence	\$395	1 Day			
Moving to Management & Leadership	\$295	1 Day			
Negotiation Skills	\$395	1 Day			
Organizational Skills	\$395	1 Day			
Performance Management	\$395	1 Day	9		

## Human Resources

<b>Human Resources Manager</b>	COST	LENGTH	DEC	JAN	FEB
SHRM Essentials of HR Management	\$1,390	2 Days			
SHRM-CP/SHRM-SCP Certification Preparation	\$3,475	5 Days			
Lean Six Sigma Black Belt	\$3,495	5 Days	19		
Lean Six Sigma Green Belt	\$2,795	4 Days			
<b>Human Resources Specialist</b>	COST	LENGTH	DEC	JAN	FEB
SHRM Essentials of HR Management	\$1,390	2 Days			

## Complimentary Seminars

Dates May Change Based on Availability--Please call (208) 327-0768

<b>2in22 Seminars</b>	Length	DEC	JAN	FEB	MAR
How Do Pivot Tables Work	22 Mins				
Use a Table to Create a Pivot Table	22 Mins				
PowerPivot Show Me	22 Mins				
Workplace Safety	22 Mins				
CyberSecurity Tips	22 Mins				
Advanced Excel: Complex LOOKUPS	22 Mins				
Microsoft Excel: Pivot Tables Tips and Tricks	22 Mins				
Microsoft Teams Meetings	22 Mins				
Excel Charts Show Me	22 Mins				
Build an Org Chart in Visio	22 Mins				
Create a Professional Outlook Signature	22 Mins				
Tableau Show Me	22 Mins				
<b>Standard Seminars</b>	Length	DEC	JAN	FEB	MAR
Best Practices For Agile Project Management	30 Min				
Power Platform Deep Dive	30 Min	21 @ 10am			
Introduction to Agile and Scrum Methodologies	30 Min				
Lean Six Sigma Principles for Organizational Improvement	30 Min	7 @ 11am			
Introduction to Microsoft Azure Fundamentals	30 Min	14 @ 11am			
Securing your AWS Cloud	30 Min				
Work Relationships: Inclusion	30 Min				
Introduction to SharePoint	45 Min				