ExecuTrain of Idaho
MindMatters 30 YEARS
Aspire. Learn. Achieve.

208.327.0768 Phone | 208.761.6005 Text | Email

November – December 2026

CTRL – ALT - SALE = Knowvember

ExecuTrain/MindMatters Programs are Priced for Individuals, Groups, or Private Teams

Private Team Pricing is Always the most budget-friendly option.
Team Pricing Begins at 3 attendees up to unlimited seating.
Call or Email for availability and pricing: **208.327.0768**

Get to Know ChatGPT A practical seminar designed to help professionals use AI to work more efficiently and streamline everyday workflows. Learn how to bring ChatGPT into your daily office operations, from automating routine tasks to improving complex processes. Discover how ChatGPT can help you boost productivity and transform the way you work.	Complimentary November 17 11am – noon
Project Management Path for 2027 Map your project management career path for 2027 with clarity on agile, traditional, and hybrid methods.	Complimentary December 16 10:30am – 11:30
Can Microsoft Copilot Speed Up Reports Year-end reporting, budget reviews, and 2027 planning are already filling up your calendar. The last thing you need is to spend hours troubleshooting formulas, updating spreadsheets, or building reports manually. Make that work easier with practical Excel and Microsoft Copilot skills. ExecuTrain of Idaho offers live, instructor-led courses designed to help you analyze data, automate repetitive tasks, and into actionable insights.	Complimentary January 5, 2027 3:00pm – 5:00pm
Change Management to Overcome Resistance to AI Through this interactive workshop, you will learn techniques to clearly define the change, generate support, assess organizational readiness, develop a change management plan, effectively address resistance, and identify the critical success factors to sustain the change once it is implemented.	January 11 $185

The Project Management Professional (PMP)® Certification Prep Live Virtual Available Every week – Attend day, evening, weekends, or split The certification is the global gold standard for project leaders. Governed by the Project Management Institute (PMI), PMP certification proves your ability To lead teams, Manage budgets and timelines, and deliver results using predictive, agile, and hybrid methodologies. It also validates key interpersonal skills like conflict resolution, communication. #1 Course in 2026	November 30 $1,995 Begins Every Week
Excel for Beginners In this Excel for beginner's course, you'll learn how to create and format spreadsheets, apply Excel formulas and Excel functions, design and modify Excel charts, and organize information into structured tables and worksheets. You'll develop the confidence to use Excel like a pro, streamline everyday tasks, and set a strong foundation for advanced tips and future certifications.	November 17 $85
Microsoft Excel Beyond the Basics Work confidently within Microsoft Excel—applying logical, date/time, and text functions; managing lists of data using tables and filters; and using conditional formatting to highlight trends. You'll also learn how to create, modify, and enhance workbooks with charts, PivotTables, and Pivot Charts. These real-world skills will help you transform raw data into clear, actionable information and support smarter, data-driven decision-making. #6 Course in 2026	October 30, November 30 December 15 $199
Microsoft Excel Power User Collaborate more effectively with colleagues, automate complex or repetitive tasks, and use conditional logic to create powerful formulas and functions. The more you master Excel's advanced tools, the more you can shift your focus from manual work to extracting the insights your organization needs from its vast amounts of data. From building dynamic dashboards to forecasting trends, this course unlocks the full potential of Excel at your fingertips	December 17-18 $900
Mastering Copilot for Excel Embark on a journey to revolutionize how you work with data. Whether you are a seasoned Excel user or new to its capabilities, this course will open your eyes to the transformative power of AI. Picture yourself effortlessly automating tedious tasks, uncovering hidden insights within seconds, and crafting dynamic reports that tell a compelling story Delve into the advanced features of Microsoft Copilot, learning how to streamline their workflow and optimize their use of Microsoft Excel.	December 14 $275

2 Sessions – 1 Date and Price **Excel Formulas, Pivot Tables, Copilot and Practical Skills for Reporting** Excel can do a lot more than organize data. The right skills can help you spend less time building formulas, cleaning spreadsheets, creating reports, and repeating the same manual tasks. **Data Analysis with Pivot Tables, Pivot Charts and Conditional Formatting** Prepare data for PivotTable reporting and create PivotTables from various data sources. Analyze Data Using PivotTables. Work with Pivot Charts.	November 30 December 15 2 Sessions 1 price $300
The Project Management Professional (PMP)® Certification Prep Live Virtual Available Every week – Attend day, evening, weekends, or split The certification is the global gold standard for project leaders. Governed by the Project Management Institute (PMI), PMP certification proves your ability To lead teams, Manage budgets and timelines, and deliver results using predictive, agile, and hybrid methodologies. It also validates key interpersonal skills like conflict resolution, communication. #1 Course in 2026	November 30 $1,995 Begins Every Week
CISSP The Certified Information Systems Security Professional (CISSP) Training equips you with the expertise to build, manage, and secure enterprise IT environments. Covering the eight domains of the (ISC)² CISSP Common Body of Knowledge (CBK), this course prepares you to design, implement, and oversee security programs that protect critical data and infrastructure. #2 Course in 2026	Begins December 14 $3,395
Manage Analytics Solutions Using Excel Power BI (PL-300) This course covers the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will show how to access and process data from a range of data sources including both relational and nonrelational sources. Finally, this course will also discuss how to manage and deploy reports and dashboards for sharing and content distribution #3 Course in 2026	December 9, 10, 11 January 13,14,15 $1,895
CompTIA Security+ In person Instructor Led - Boise, Idaho In person Instructor Led - Idaho Falls, Idaho This CompTIA Security+ Certification training prepares you with practical, hands-on experience across security concepts, risk management, cryptography, identity and access management, cloud security, and incident response. As the most widely recognized baseline cybersecurity credential, Security+ meets DoD 8570 requirements and opens doors to intermediate and advanced career paths. #4 Course in 2026	December 7 $2,495

Microsoft Azure Administrator Training (AZ-104) This course is delivered virtually every week –call/email for dates This course teaches IT Professionals how to manage their Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution. #5 Course in 2026	December 1 $2,495
Essentials of Human Resources SHRM-C and SHRM CSP Exam Prep Live Virtual Available Every week – Attend day, evening, weekends, or split This course is built around the official SHRM Learning System® and aligned with the SHRM Body of Competency and Knowledge™ (BoCK). You'll gain a deep understanding of behavioral competencies, HR strategy, employee engagement, compliance, workforce planning, and more. Certified and delivered by SHRM #6 Course in 2026	February 22, 23, 24, 25, 26 $3,495
Claude Essential: Use Practical AI Today Team Price Up to 10 = $1,000 Claude Cutworks Power User Training is a hands-on course for enterprise teams that have moved past basic AI usage and are ready to build real productivity leverage. The course is built around a four-hour hands-on session anchored by use cases drawn from real professional work, extended with a hackathon where participants apply new skills to their own current work with an instructor present.	4 hours $200
Modern skills for an AI workforce – Train for Today's AI Tools Team Price Up to 25 attendees $6,000 Covered in Course: Microsoft Copilot | Google Gemini | Anthropic Claude | OpenAI | ChatGPT | Perplexity | NVIDIA	November 17-18 $500
Introducing Copilot - Your Helpful AI Assistant Private Live In-Person Team = $1,500 Coaching by Copilot - Write Better Emails Draft, analyze, and present with Microsoft 365 Copilot Empower your workforce with Microsoft 365 Copilot Use Cases GitHub Copilot AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Chat	November 19 $175
Draft, Analyze and Present Using Microsoft Copilot Private Live In-Person Team 10 = $2,850 The target audience includes professionals who regularly create content, analyze data, prepare presentations, and manage communication as part of their role. These learners are looking to build confidence using Copilot to support everyday tasks and improve the quality of their work.	November 13 $350

Introducing ChatGPT for Excel and Outlook Virtual Instructor Team Price Up to 10 = $2,800 Live Instructor Led Team Price Up to 10 = $3,500 Getting the Most from your Spreadsheets with GenAI. Standardize date formatting using ChatGPT. Write formulas to clean up categorical data. Extract text data from URLs within ChatGPT Conduct Sentiment Analysis with ChatGPT Data Analysis and Organization Generate dummy data with ChatGPT for a survey & Communication and writing, Organization and productivity, Analysis and reporting, Search and retrieve messages from the signed in user's mailbox, List and retrieve Outlook contacts and contact folders	November 20 $375
MS-4004 Empower Your Workforce with Microsoft 365 Copilot Use Cases Virtual Instructor Team Price Up to 10 = $2,750 Live Instructor Led Team Price Up to 10 = $4,000 Empower your workforce with Microsoft 365 Copilot Use Cases is targeted towards business users who want to enhance their Microsoft 365 Copilot skills to solve business-related use case scenarios. **IMPORTANT:**Before attending this course, you should be familiar with how Microsoft 365 Copilot works across M365 applications, including Copilot Chat and Copilot Agents. For a basic understanding of Copilot	November 23 $400
PL-400 Microsoft Power Platform Developer Training The Microsoft Power Platform helps organizations optimize their operations by simplifying, automating and transforming business tasks and processes. In this course, students will learn how to design, develop, test, and troubleshoot solution components that use the extension points of Microsoft Power Platform. You use traditional code to solve challenges not appropriate with low-code.	December 14-19 $2,995
Generative AI Essentials on AWS In this course, you will learn about the fundamental concepts, methods, and strategies for using generative AI. You will gain a solid understanding of use cases where generative AI can provide solutions and address business needs. Additionally, you will learn about practical insights into technologies related to generative AI and how you can use those technologies to solve real-world problems.	November 23 $695
Introduction to Python Course is designed for beginners with no prior programming experience. Participants will learn the fundamentals of Python, including syntax, data types, and control structures, while gaining hands-on experience with Jupyter Notebook and .py files. The course also introduces GUI creation within Jupiter Note: By the end, students will have the skills to write Python programs and develop simple applications.	Virtual Dates Available Monthly $1,795
AI for Business Analysis Course Leave with a clear, experience-based understanding of where AI adds value, where it introduces risk, and how to maintain human oversight while benefiting from AI's speed and flexibility. The course is designed for business analysts, product owners, and related roles who want to adopt generative AI in a grounded, professional way—improving productivity and insight without compromising rigor, responsibility, or trust.	Virtual Dates Available Monthly $1,350

AI for Software Testing Course Virtual Dates Available Monthly You will explore how to apply artificial intelligence to evaluate existing tests, structure systems for more effective software quality practices, interpret test results, and maintain traceability from requirements to test cases. By combining human expertise with AI in software testing, you'll learn how to leverage machine learning and intelligent agents to optimize test automation efforts.	Virtual Dates Available Monthly Oct 19, 20, 21 $1,350
Certified Artificial Intelligence (AI) Practitioner (CAIP) Virtual Virtual Dates Available Monthly Artificial intelligence (AI) and machine learning (ML) have become an essential part of the toolset for many organizations. When used effectively, these tools provide actionable insights that drive critical decisions and enable organizations to create exciting, new, and inNovemberative products and services. This course shows you how to apply various approaches and algorithms to solve business problems through AI and ML, follow a methodical workflow to develop sound solutions, use open source, off-the-shelf tools to develop, test, and deploy those solutions, and ensure that they protect the privacy of users.	Virtual Dates Available Monthly December 14, 15, 16, 17, 18 $3,495
Microsoft 365 Endpoint Administrator (MD-102T00) This course is delivered virtually every week –call/email for dates Live In person November 30, Dec 1, 2, 3 Essential elements of modern management and Microsoft Intune integration. It covers app deployment, management of browser-based applications, and key security concepts such as authentication, identities, access, and compliance policies. Technologies like Microsoft Entra, Windows Autopilot, Microsoft Intune Suite and Microsoft Defender for Endpoint are explored to protect devices and data.	November 30 $2,495 Courses
CAPM – Certified Associate in Project Management *No Experience Required - Did you know that project management professionals earn up to 25% more than their non-certified peers? If you're looking to launch a career in project management, the CAPM® (Certified Associate in Project Management)	$1,595
Project Risk Management Professional Live Virtual Courses Begin Every Week PMI-RMP® certification demonstrates advanced risk leadership and strengthens your qualifications for high-impact roles in project management, program management, and business analysis. It's a powerful complement to PMP® and other project management certifications.	$1,595

Introduction to Project Theory and Microsoft Project Introduction and Advanced Project is a versatile and robust project management tool tailored for project managers, teams, and decision-makers. It enables users to create detailed plans, manage tasks effectively, and streamline project schedules. Combining intuitive usability with advanced features, Microsoft Project helps businesses execute their projects with greater precision and efficiency. Boise Live Instructor November 11, 12, 13 Salt Lake City Live Instructor January 18, 19, 20 Idaho Falls Live Instructor December 15, 16, 17 Salt Lake City Live Instructor December 21, 22, 23	November 11, 12, 13 $1,200
Program Management Professional (PgMP)® This is an Advanced-level course that is suitable for people who have the necessary experience to meet the Project Management Institute's eligibility requirements. We recommend that our students have obtained the Project Management Professional (PMP)® accreditation already. Many of the day-today tools and techniques covered by the Standard for Program Management are very familiar to PMP® exam	November 2, 3, 4, 5 $1,995
AI for Project Management Course Designed for experienced project managers in enterprise environments, the class covers what generative AI can and can't do, how to prompt it well, and where it fits across the project lifecycle. You'll work a single realistic case study from first principles through to a final adoption plan, practicing in a persistent team throughout.	$1,350
AEC/PMI Construction Professional (PMI-CP) Add on to ACE COURSE Designed to empower construction professionals with essential knowledge and skills, PMI-CP certification is ideal for Project Managers, team leaders and industry professionals aiming to lead and manage construction projects more effectively.	Begins January 19 $3,300
Certified Information Security Manager (CISM) The Certified Information Security Manager (CISM) certification equips professionals with the knowledge and skills to manage and govern an enterprise’s information security program effectively. This course provides expert-led training to help you prepare for the CISM certification exam, covering key domains like risk management, governance, and incident response.	$1,995
MS-4002 Prepare security and compliance to support Microsoft 365 Copilot This learning path examines the key Microsoft 365 security and compliance features that administrators must prepare in order to successfully implement Microsoft 365 Copilot.	December 2

## SQL Querying Language Workshop In person Instructor Led Boise $1,200 In person Instructor Led Idaho Falls $1,400 In person Instructor Led Idaho Falls $1,400 You'll learn SQL from the ground up, gaining the skills to write queries, filter and sort results, combine data from multiple tables, and manipulate output for analysis or reporting. Real-world exercises guide you through every step so you can confidently retrieve information from a relational database.	Run basic SQL statements to retrieve data Apply conditions and logical filters using WHERE clauses Use string, numeric, and date functions for calculated results Organize and group query output Writing subqueries and multi-level subqueries Inserting, updating, and deleting data in tables Creating and modifying table structures and constraints Creating views and performing data operations through views Creating and managing indices for optimized performance Using transactions to manage changes with commit and rollback Join tables and identify missing or unmatched record	Boise December 12-15 $1,300 Idaho Falls January 26-27 $1,400 Idaho Falls January 27-28 $1,400
## Trace and Defend your Data/ Direct Dates & Tangle with Text Designed to teach you how to prevent errors in a worksheet. You will learn how to use tools to evaluate formulas, encrypt data with passwords and prevent unwanted changes.		$295
## VBA with Microsoft Excel This course will give you a good foundation for understanding, creating, and using VBA in your own Excel workbooks.		December 4 $500
## Forecast, Project, & Explore Data Determine potential outcomes using data tables to forecast data and see the impact. Use the Add-In - Analysis Tool Pak to analyze data and Solver to project an outcome.		December 6 $295
## Excel Tips, Timesavers, and Tricks Make tasks simple and quicker by using the latest methods		November 18 $75
## Using Copilot Pages and Studio How to utilize Microsoft Copilot Pages for collaborative data projects and build customized AI assistants using Copilot Studio. You'll learn how to create dynamic AI-driven workflows that integrate seamlessly with your existing business processes, enhancing team collaboration and data management.		December 21 $450

Mastering Copilot for Microsoft Outlook Short on time but need an introduction to using Copilot with Microsoft Outlook? This course will help you embark on a journey to revolutionize your communication. Through hands-on exercises and expert-led instruction, attendees will gain practical experience and confidence in leveraging Microsoft Copilot to its fullest potential.	December 22 $275
Adobe Acrobat All You Need to Know	$500
SharePoint Essentials for Desktop Users	$500
Crystal Reports All You Need to Know Everything you need to know to create a reports	$500
Prioritizing Your Time Effectively Students will acquire time management tools and decision-making techniques to help focus on purpose and achieve your goals, balancing the needs of both business and personal life.	January 6 $199
Change Management Through this interactive workshop, you will learn techniques to clearly define the change, generate support, assess organizational readiness, develop a change management plan, effectively address resistance, and identify the critical success factors to sustain the change once it is implemented.	January 11 $199
Employee Emotional Intelligence You will learn the core components of emotional intelligence and apply them to strengthen self-awareness, self-regulation, and relationship effectiveness at work and beyond. You will explore how emotions are created and how to drive your own responses to situations. In addition, you will learn how to use empathy to connect with others and lead to outcomes that benefit individuals, their teams, and their organization.	November 19 $250
Customer Service Gaining these essential customer service skills can help your company boost their customer retention and acquisition metrics.	November 9 $199