ExecuTrain of Idaho
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November – December 2026
CTRL – ALT - Sales

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 for availability and pricing: **208-327-0768**.

Get to Know ChatGPT Get to Know ChatGPT - is 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 Instructor Led November 10 11am – noon
Change Management to Overcome Resistance to AI – 1 Day All Skill Levels Live Instructor - 3 Attendees $450 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
Excel for Beginners 1 Day Beginner Level 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.	Live Instructor Led Open Seating $85
#6 Course Microsoft Excel Beyond the Basics – 1 Day Intermediate Level Live Instructor - 5 Attendees $800 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.	Live Instructor Led October 30, November 12, 30 December 15 $199

Microsoft Excel Power User – 2 Days Advanced Level 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 Open Seating $700
Mastering Copilot for Excel – 1 Day Beginner Level 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.	Dec 14 $350
Excel Formulas, Pivot Tables, Copilot and Practical Skills for Reporting 1 Day Intermediate Level Virtual Live Instructor = 2 Sessions Full Day - 3 Attendees $800 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.	October 31, November 13, 30 December 15 2 Sessions 1 price $300
Data Analysis with Pivot Tables, Pivot Charts and Conditional Formatting 1 Day Intermediate Level 2 Sessions Full Day - 3 Attendees $800 Prepare data for PivotTable reporting and create PivotTables from various data sources. Analyze Data Using PivotTables. Work with Pivot Charts.	
#1 Course - 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.	Begins November 30 $2,195
#2 Course - CISSP Live Virtual November 16-20 December start Dec 14-18 Local Team Call for Updated Prices 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.	Live Instructor Begins December 14 $3,395

### #3 Manage Analytics Solutions Using Excel Power BI (PL-300) Live Instructor Team Price up to 3 -$5,000 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	Live Instructor December 9, 10, 11 January 13,14,15 $1,895
### #4 CompTIA Security+ *In person Instructor Led - Boise, Idaho* Team Price up to 3 -$6,000 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.	Live Instructor Begins December 7 $2,495
### #5 Course Microsoft Azure Administrator Training (AZ-104) Live In person November 17-21 or December 1- 5 This course is delivered virtually every week –call/email for dates Group Prices Available 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.	Live Instructor Begins November 17 or December 1 $2,495
### #6 SHRM Essentials of Human Resources SHRM-C and SHRM CSP Exam Prep 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	Live Instructor Begins November 16 $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.	Live Instructor 4 hours $200
### Modern skills for an AI workforce – Train for Today's AI Tools 900+ IT and technology courses taught by instructors who work in the field. From cloud and cybersecurity to AI and networking, learn what employers are actually hiring for, not just what looks good on paper. Covered in Course: Microsoft Copilot | Google Gemini | Anthropic Claude | OpenAI | ChatGPT | Perplexity | NVIDIA	November 17-18 $500

## Introducing Copilot - Your Helpful AI Assistant Team Price Up to 10 = $1,000 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 = $3,100 Live Instructor Led Team Price Up to 10 = $4,000 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	Live Instructor November 20 $400
## MS-4004 Empower Your Workforce with Microsoft 365 Copilot Use Cases 1 day Virtual Instructor Team Price Up to 10 = $3,100 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	Live Instructor 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 ## Virtual Dates Available Monthly 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.	$1,795
## Introduction to Business Analysis: Defining Successful Projects Coming Soon	Live Instructor Team Prices
## 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.	$1,350
## AI for Software Testing Course 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.	Oct 19, 20, 21 $1,350
## Certified Artificial Intelligence (AI) Practitioner (CAIP) Virtual 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.	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.	Live Instructor Team November 30 $2,495 Courses

#1 Course - 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.	Begins November 30 $2,195
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 In person Boise November 16, 17, 18 *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
Essentials of Project Management *Boise, Idaho In person Instructor Led –November 8, 9, 10* Based on the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK Guide®), you will be taken through the entire project lifecycle and will be introduced to the knowledge areas needed to manage any project effectively. Using a case study, you will complete the necessary steps to plan a project scope and schedule comprehensively. You will learn how to identify and manage risks and how to manage stakeholders' expectations via communication.	Live Instructor November 8, 9, 10 January 13, 14, 15 $1,200
Introduction to Project Theory and Microsoft Project Introduction and Advanced *In person Instructor November 11, 12, 13* 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.	Live Instructor In-Person November 11, 12, 13 $1,200
Program Management Professional (PgMP)® In person Instructor Led –November 2, 3, 4, 5 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	Live In-Person Instructor 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 Boise, Idaho In person Instructor Led –November 2, 3, 4, 5 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.		Live Instructor Begins January 19 $3,300
Certified Information Security Manager (CISM) - Live Virtual Instructor Led 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 - Virtual 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 **2 Day Course** *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 1 Day Intermediate Level Virtual Live Instructor Unlimited - $850 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.		Live Instructor $295

VBA with Microsoft Excel – 1 Day Intermediate Level This course will give you a good foundation for understanding, creating, and using VBA in your own Excel workbooks.	Live Instructor December 4 $500
Forecast, Project, & Explore Data – 1 Day Intermediate Level Team Price up to 10 -$1,775 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.	Live Instructor December 6 $295
Excel Tips, Timesavers, and Tricks – 1 Day All Skill levels Make tasks simple and quicker by using the latest methods	November 18 $75
Using Copilot Pages and Studio -1 Day All Skills Level 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 - 1 Day All Skills Level 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
Mastering Copilot in Word 365 -1 Day Beginner Level Unlock your writing potential with Copilot in Word 365, an inNovemberative course designed to transform how you interact with Microsoft Word through the power of AI. Microsoft Copilot enhances how documents are created and refined in Word by helping users generate, edit, and organize content more efficiently. This course focuses on practical, real-world ways to use Copilot to create documents. Mastering Copilot for Teams –1 Day All Skill Levels Microsoft Copilot helps users manage meetings, chats, and posts in Teams by generating intelligent summaries, identifying action items, and keeping track of decisions. This course focuses on practical ways to use Copilot to for automation.	Instructor Led January 12 Both Sessions
Mastering Copilot for PowerPoint for Powerful Presentations– 1 Day All Skill Levels This course will help you embark on a journey to revolutionize your work with presentations. Then turn the PowerPoint expertise into a powerful presentation.	Instructor Led January 21 $65

Adobe Acrobat All You Need to Know	$500
SharePoint Essentials for Desktop Users	$500
OneNote – 1 Day All Skill Levels OneNote Online, part of the Microsoft 365 suite of apps, is a free-form note-taking application for everything from basic notes to drawings, links, and embedded files. An OneNote notebook contains pages and sections, simple collaboration.	December 1 $45
Crystal Reports All You Need to Know - 1 Day All Skill Levels Everything you need to know to create a reports	$500
Prioritizing Your Time Effectively – 1 Day All Skill Levels 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 $100
Change Management –1 Day All Skill Levels 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
Employee Emotional Intelligence– 1 Day All Skill Levels 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
Customer Service– 1 Day All Skill Levels Gaining these essential customer service skills can help your company boost their customer retention and acquisition metrics.	November 9