



## Idaho Certified Public Manager® Program

### Boise (14A) Track Schedule

<b>Level 2 – Managing Others</b> Outcome: Effectively manage employee and organization performance for increased productivity.		
Date	Course/Instructor	Location
April 17, 2018	<b>Capstone Project Orientation</b> <b>DHR Staff</b> 8:30 a.m. – 12 p.m.	Idaho Correctional Industries 1301 N Orchard St, Ste. 110 Boise, ID 83706
April 17, 2018	<b>Business Writing</b> <b>DHR Staff</b> 12:00 p.m. – 4:30 p.m.	Idaho Correctional Industries 1301 N Orchard St, Ste. 110 Boise, ID 83706
April 18, 2018	<b>Business Writing (Day Two)</b> <b>Anna Lovelady</b> 8:30 a.m. – 4:30 p.m.	Idaho Correctional Industries 1301 N Orchard St, Ste. 110 Boise, ID 83706
May 8, 2018	<b>Leading Teams</b> <b>Randy Leininger &amp; Michele Chadwick</b> 8:30 a.m. – 4:30 p.m.	Idaho Department of Environmental Quality 1410 N Hilton St Boise, ID 83706
May 9, 2018	<b>Negotiation Skills</b> <b>Randy Leininger &amp; Michele Chadwick</b> 8:30 a.m. – 4:30 p.m.	Idaho Department of Environmental Quality 1410 N Hilton St Boise, ID 83706
June 12, 2018	<b>Managing Your Workforce (Day One)</b> <b>Monica Young &amp; DHR Staff</b> 8:30 a.m. – 4:30 p.m.	Idaho Department of Environmental Quality 1410 N Hilton St Boise, ID 83706

June 13, 2018	<b>Managing Your Workforce (Day Two)</b> <b>Monica Young &amp; DHR Staff</b> 8:30 a.m. – 4:30 p.m.	Idaho Department of Environmental Quality 1410 N Hilton St Boise, ID 83706
June 14, 2018	<b>Managing Your Workforce (Day Three)</b> <b>Monica Young &amp; DHR Staff</b> 8:30 a.m. – 4:30 p.m.	Idaho Department of Environmental Quality 1410 N Hilton St Boise, ID 83706
July 12, 2018	<b>Crucial Accountability (Day One)</b> <b>DHR Staff</b> 8:30 a.m. – 4:30 p.m.	Southwest District Health 13307 Miami Ln Caldwell, ID 83607
July 13, 2018	<b>Crucial Accountability (Day Two)</b> <b>DHR Staff</b> 8:30 a.m. – 4:30 p.m.	Southwest District Health 13307 Miami Ln Caldwell, ID 83607
August 1, 2018	<b>Project Management</b> <b>Scott Metlen</b> 8:30 a.m. – 4:30 p.m.	JRW East 700 W State St Boise, ID 83702
August 2, 2018	<b>Problem Analysis and Decision Making</b> <b>Darek Nalle</b> 8:30 a.m. – 4:30 p.m.	JRW East 700 W State St Boise, ID 83702
September 13, 2018	<b>Change Management</b> <b>Holly Yeager</b> 8:30 a.m. – 4:30 p.m.	JRW West 700 W State St Boise, ID 83702
September 14, 2018	<b>Capstone Project Proposal &amp; Networking (1/2 Day)</b> <b>DHR Staff</b> 8:30 a.m. – 12:30 p.m.	JRW West 700 W State St Boise, ID 83702
<b>Due Date</b>	<b>Assignment</b>	<b>Submit to:</b>
August 31, 2018	<i>First Break All the Rules</i> Book Assignment	Ashleigh Lopez
September 21, 2018	Capstone Project Proposal	Ashleigh Lopez
October 26, 2018	Level Two Review	Ashleigh Lopez