Learn real skills here. | workforce.csi.edu
At CSI Workforce Development & Training, we believe everyone has the ability to thrive in our community. Do you need any of the following?

- **Access** to a local training provider who understands your community
- **Convenience** of training at your location or the CSI Learning Lab
- **Real skills** training that will help advance your career
- **Improvement** in your team dynamics
- **Strengthening** of your leadership skills

**NEED HELP PAYING FOR TRAINING?**

Don’t let education costs keep you from getting the skills you need to land the job you want.

We want to help you along that journey by offsetting the cost.

**AVAILABLE TO ANYONE**

https://workforce.csi.edu/resources/financial-resources.aspx

Learn real skills here. workforce.csi.edu
FIND YOUR COURSES BY TOPIC:

**Health Care**
- CPR 04
- Long-Term Care 05
- Health Careers 06
- Dental 08
- Public Safety 09

**Trades & Safety**
- Industrial Maintenance 10
- Manufacturing 10
- Transportation 13
- Electrical 15
- Environment & Industrial Safety 16

**Business & Professional Development**
- Leadership & Management 20
- Business Careers 22
- Business & Communication 23
- Professional Development 24
- Human Resources 25

INFORMATION: Four Ways to Register & Policies 26 / Registration Form 27
American Heart Association
Pediatric and Heartsaver First Aid, CPR, AED - Blended Delivery

This course is a skill check-off course for students who have completed the online Basic Life Support (BLS) course. In the skills check-off, you will demonstrate your knowledge to correctly and safely provide appropriately learned skills from the online course.

$35 / 1 session
Wednesday 3pm-4pm
Instructor: Rene Rambur
HSHS 158

Basic Life Support - For Health Care Providers and Heartsaver First Aid, CPR AED - Instructor Led Course

CSI offers American Heart Association instructor led courses for BLS, Pediatric, and Heartsaver First Aid, CPR AED. Custom options are available.

$65 / 1 session
Multiple Options Available
Instructor: Joel Peacock
HSHS 241

REGISTER & SAVE

- Bring a colleague and pay for only one class tuition.
- Take a class series or certificate program and receive a discount.
- Group discount applies when no other discount is applicable.

Details: page 26 / workforce.csi.edu
LONG-TERM CARE

Certified Nursing Assistant

Nursing assistants are unlicensed persons employed to perform basic nursing care services for the ill, injured, handicapped or disabled under the direction and supervision of licensed nurses in hospitals, nursing homes, private homes and other health care agencies and settings. Titles for these non-licensed workers include, but are not limited to, nursing assistants, nursing aids, nursing attendants, orderlies, home health aides, personal care attendants and patient care technicians.

$840 / 8-week course

Tue, Wed 5pm – 9:50pm Jan 12 – Mar 3
Instructor: Carolyn Bruffett & Audrey Carter
Online Course | Live Clinical in HSHS 158

Tue, Wed 5pm – 9:50pm Mar 9 – May 5
Instructor: Carolyn Bruffett & Audrey Carter
Online Course | Live Clinical in HSHS 158

Tue, Thur 8am – 12:50pm Jan 12 – Mar 4
Instructor: Carolyn Bruffett & Alma Padron
Online Course | Live Clinical in HSHS 160

Tue, Thur 8am – 12:50pm Mar 9 – May 6
Instructor: Carolyn Bruffett & Alma Padron
Online Course | Live Clinical in HSHS 160

Tue, Wed, Thur 8:30am – 1:20pm Jan 12 – Mar 4
Instructor: Alice Atwood
HSHS 158

Tue, Wed, Thur 8:30am – 1:20pm Mar 9 – May 6
Instructor: Alice Atwood
HSHS 158

Wed, Thur 5pm – 9:50pm Mar 11 – May 6
Instructor: Alma Padron & Heather O’Donahue
CSI Burley

Tue, Thur 9am – 1:50pm Jan 12 – Mar 4
Instructor: Alma Padron & Heather O’Donahue
CSI Burley

Mon, Tue, Thur 4:30pm – 8:20pm Jan 11 – Mar 4
Instructor: Kathryn Driscoll
CSI Blaine County

Assistance with Medications

Learn the legalities, medical terminology and skills essential to assist someone consume medications. This course meets the requirements of the Idaho Department of Health & Welfare for health care employees working in assisted living facilities.

$79 / 1 session

Every Monday 8am – 4pm Jan 11 – May 6
Instructor: Shari Hawley
HSHS 158

Certified Nursing Assistant - ESL

This class is designed to ensure student success by providing additional instructional support to students that speak English as a second language. Nursing assistants are unlicensed persons employed to perform basic nursing care services for the ill, injured, handicapped or disabled under the direction and supervision of licensed nurses in hospitals, nursing homes, private homes and other health care agencies and settings. Titles for these non-licensed workers include, but are not limited to, nursing assistants, nursing aids, nursing attendants, orderlies, home health aides, personal care attendants and patient care technicians.

$840

Wed, Fri 11am – 4:50pm Jan 13 – May 6
Instructor: Alma Padron
HSHS 160

Certified Family Home

Certified Family Homes (CFH) provide a safe, family-style living environment for adults who need some assistance with the activities of daily living but do not require a more restrictive, institutional setting. This course is designed to provide the basic medication awareness, infection control skills, and knowledge required to meet CFH qualifications.

$80 / 1 session

Thursday 8am – 2pm Feb 11
Instructor: Sue Jones
HSHS 240
HEALTH CAREERS

Medical Transcription
In this course, you will learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. This knowledge will help prepare you to work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, and hospitals. With this foundation, you will be set to advance your education so you can work as a subcontractor for a company that outsources transcription, or you can eventually even take on your own clients—all from the comfort of your own home.

$115
Online: Self-Paced Course
Instructor: Jennifer Della’Zanna

Mental Health Care Career Prep
In this course, students will learn the basics needed in order to be a mental health technician. This course prepares students to take the Mental Health Technician Certification exam through the American Medical Certification Association (AMCA). Please note that the individual state requirements may vary.

$1,595
Online: Self-Paced Course

Spanish for Medical Professionals
What do you do if a patient needs your help, but you can’t understand them? What if you encounter worried family members, but aren’t able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the “touristy” topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you’re new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let’s go!)

$115
Online: Self-Paced Course

Physical Therapy Technician Career Prep
This comprehensive course prepares students with the knowledge, practices, and techniques needed to take the AMCA Physical Therapy Technician certification exam and satisfy the certification course requirement prior to exam admittance.

$1,495
Online: Self-Paced Course

STUDENT HIGHLIGHT

Jessica Thrall
I have thoroughly enjoyed the partnership between Homestyle Direct and the CSI Workforce Development & Training Program. This program has been very accommodating to our training needs. The trainings my team and I have received have been insightful, helpful, and very informative. Personally, I have enjoyed and grown from the courses led by Carol Barkes. We appreciate the instructor’s availability after classes for extended help or questions. We are very thankful for the resources this program has offered to those in the Magic Valley.

$115
Online: Self-Paced Course

workforcecsi.edu  (208) 732-6310
Phlebotomy
This course offers experience with the collection of body fluids, laboratory procedures, and skills that are necessary to enter the health care force as a phlebotomist. Students that successfully complete this course are eligible to take the Phlebotomy Certification Exam (CPT).

Note: Must have current CNA or EMT certification

$799 / 1 semester
Mon, Thur 4:30pm – 8:30pm Jan 11 – May 6
Instructor: Gilean Goodman HSHS 160

Central Sterile Processing
Trained central service and sterile processing technicians help reduce the risk of microbial exposure by maintaining and sterilizing equipment for a wide range of medical areas. This short training program can help students learn heat, steam, and chemical disinfecting and sterilization techniques as well as inventory management skills. Professionalism, teamwork, communications and medical language are stressed as students learn to pursue or maintain job opportunities in sterile processing technology.

Upon completion of the program, and once 400 hours work on the job are completed, students will be eligible to take the IAACSMM National certification exam.

$320 / 8 sessions
Online: Instructor-Led Jan 11 – Mar 5
Instructor: Carrie Nutch

Pharmacy Technician
Pharmacy Technicians work in pharmacies under the direct supervision of a licensed pharmacist. They assist in preparing and handing out prescription medications for patients by mixing medicines, counting pills, measuring medications, labeling and giving instructions to patients.

$425 / 1 semester
Wednesday 6pm – 7:50pm Jan 13 – May 5
Instructor: Alexis Meyerhoeffer Zimmers HSHS 182

Medical Coding
This is your chance to find out what it’s really like to be a medical coder. In this course, you’ll learn exactly what medical coders do on a daily basis. You’ll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field—doctors’ offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

$115
Online: Self-Paced Course
Instructor: Jennifer Della’Zanna
DENTAL

**Local Anesthesia for Dental Professionals**

This Local Anesthesia course is a hybrid (online and face-to-face) course that provides the didactic and clinical review required for the WREB anesthesia exam. The didactic work is completed online and the eight-hour clinical lab is facilitated face-to-face. The lab covers local anesthetic injections and the student has the option to cover nitrous administration. Registration is accepted year round.

**Note:** Students must be a practicing Dental Hygienist to take this course.

$800

Available Upon Request
Instructor: Tiffany Clark
Hybrid- Online Course/Live Clinical

**CLASS SERIES**

**Dental Assisting Expanded Functions Package**

**Sessions 1 – 6**

The Expanded Functions package is a self-paced series of courses designed to give the practicing dental assistant all the instruction and training needed to be successful.

**Note:** Students must be a working as a Dental Assistant to take this course.

**SESSION 1**
**Administration and Monitoring of Nitrous Oxide / Oxygen Analgesia**

**SESSION 2**
**Application of PIT & Fissure Sealant**

**SESSION 3**
**Coronal Polishing**

**SESSION 4**
**Fundamentals of Dental Assisting**

**SESSION 5**
**Removal of Orthodontic Cement / Resin with High Speed Handpiece**

**SESSION 6**
**Temporary Crown Fabrication**

Cost varies per session
$1,499 $ Take the series and save!

Available Upon Request
Instructor: Tonja Bowcut
Hybrid- Online Course/Live Clinical
PUBLIC SAFETY

Emergency Medical Technician - Basic

This course is a lecture study of the National EMS Education Standards for the Emergency Medical Technician including: preparatory, pharmacology, assessment, airway, shock and resuscitation, medical emergencies, trauma, special patient population and EMS operations. CSI Workforce Development & Training offers the Advanced EMT course for continuing education. Contact us for more information.

Note: Must be taken with HWFE 105L lab

$1,255 / 1 semester

Online - Instructor Led
Instructor: Devin Anderson
Mon, Wed 10am – 12:50pm
Online
Jan 11 – May 5
Instructor: Devin Anderson
HSHS 241
Jan 11 – May 5

Lab Times

Wednesday 2pm – 4:50pm
Instructor: Devin Anderson
Jan 11 – May 5
HSHS 174

Wednesday 6pm – 8:50pm
Instructor: Devin Anderson
Jan 11 – May 5
HSHS 174

Registered Nurse to Paramedic Bridge

This is an all online course, with the exception of the final skills and psychomotor exam. This will require some travel to the Twin Falls Campus. This course teaches students to recognize and perform in the role, function, and responsibilities of a Paramedic in both the emergency care and operational aspects of EMT’s in the health care delivery system as defined by the Idaho Bureau of EMS, and the National Registry of EMT’s. This course is for current licensed Registered Nurses that also have a current Emergency Medical Technician certification from the National Registry and three or more years’ experience in an emergency or critical care setting looking to obtain a Paramedic certification.

Note: Application and acceptance required.

$5,590 / 1 semester

Online-Hybrid
Instructor: Dillon Brock
Jan 11 – May 7

INSTRUCTOR PROFILE

Devin Anderson

As the EMT Lead Instructor at the College of Southern Idaho, Devin has over 10 years of teaching experience and 4 years of experience working with EMS students in various programs and colleges. Over the course of his career, he has spent time working in different roles for police, fire, and EMS agencies which has given him a holistic view of how emergency service agencies work together. When he is not working, he loves to spend time with his wife and their two rambunctious kids.
INDUSTRIAL MAINTENANCE

Small Engine Repair & Maintenance Training

Never pay for repairs again. Learn how to perform maintenance, tune-up, and repair 1 or 2-cylinder gas-powered engines. The need for repair technicians specializing in small engines has skyrocketed in recent years thanks to the overwhelming popularity of power tools.

You can often learn this skill on the job, but employers tend to favor hires with some prior training.

This hands-on introductory course combines theory with practical experience to provide you with the necessary skills to perform maintenance, tune-up, and repair of 1 or 2-cylinder gas-powered engines.

$175 / 6 sessions
Thur, Fri 6pm – 8pm
Instructor: Ben Hall
Desert Welding Lab

MANUFACTURING

Certified Food Protection Manager

Idaho requires having at least one certified food manager on staff. Through our ServSafe training and certification course, you will earn your nationally recognized food safety license by ServSafe.

Obtaining and maintaining your ServSafe Certificate means you have the tools and knowledge you need to ensure that your workplace meets industry standards for cleanliness, along with proper safety requirements for food handling and preparation.

Study materials will be provided exactly one week prior to the training day. Please provide a valid email when registering so this may be provided. 24 hours prior to the class is NOT enough time to study for the exam.

Receive 5 hours of interactive instructional training and 2 hours of testing

ServSafe Certification - 5 years
$145 / 1 session
Friday 9am – 5pm
Instructor: Bridgett Slater
HSHS 229

Friday 9am – 5pm
Instructor: Bridgett Slater
HSHS 229
Welding - Level 1: Introduction - Stick/MIG

With welders retiring at twice the pace of new welders coming into the field, it is anticipated that in the years to come there will be a need for 310,000 replacement and new positions. Grow your current skillset through this 30-hour training that focuses on Stick (SMAW) and MIG/wire feed (GMAW) welding.

This course is designed as an introductory course to GMAW, FCAW, and GTAW. Students will learn welding theory while getting applied training of welds in various positions on various materials such as carbon steel, stainless steel, and aluminum. Students will focus on production welding with the end goal of workplace readiness.

$475 / 10 sessions
Tue, Wed 6pm – 9pm
May 11 – Jun 9
Instructor: Scott Price
Desert Welding Lab

Welding - Level 1: Introduction - TIG

Welding plays a crucial role on many different industries in the Magic Valley. It is clear that the welding industry is currently undergoing difficult times with an extremely large shortage of skilled welders. Grow your current skillset through this 30-hour training that focuses on TIG welding.

This course is designed as an introductory course to TIG Welding. Students will learn welding theory while getting applied training of welds in various positions on various materials such as carbon steel, stainless steel, and aluminum. Students will focus on production welding with the end goal of workplace readiness.

$475 / 10 sessions
Tue, Wed 6pm – 9pm
Mar 16 – Apr 21
Instructor: Scott Price
Desert Welding Lab

Welding - Level 2: Intermediate - Stick/MIG

Welding plays an integral role in keeping people safe and advancing our quality of life. With experts predicting a worldwide shortage of capable welders in the next few years this means the opportunities are endless. Grow your current skillset through this 30-hour training that focuses on Stick (SMAW) and MIG/wire feed (GMAW) welding.

This course is designed as an intermediate course to GMAW, FCAW, and GTAW. Students will learn welding theory while getting applied training of welds in various positions on various materials such as carbon steel, stainless steel, and aluminum. Students will focus on production welding with the end goal of workplace readiness.

$475 / 10 sessions
Tue, Wed 6pm – 9pm
Jan 26 – Feb 24
Instructor: Scott Price
Desert Welding Lab

For more information, contact Clay Wilkie at (208)732-6372 | cwilkie@csi.edu.
5S and Lean Manufacturing Continuous Improvement

In today’s competitive environment, companies are fueling growth through leaner operations. Adopting lean practices, which focuses on the elimination of waste throughout an enterprise, creates cost savings while also establishing an environment of continuous improvement.

Through our 2-day interactive and hands-on training, come learn how to increase productivity and boost your bottom line by mastering these principles and processes through a lean-approach.

$149 / 2 sessions
Wednesday 9am – 11:30am Feb 3 – Feb 10
Instructor: Dave O’Connell Live Online

Intro to HACCP & Food Safety

The Hazard Analysis and Critical Control Points (HACCP) system is a logical, scientific approach to controlling hazards in food production and is a preventive system assuring the safe production of food products. The principle of HACCP can be applied to production, meat slaughter and processing, shipping and distribution, food service and home preparation.

Successful completion of this course will result in an Introduction to HACCP Certificate with the International HACCP Alliance seal of approval.

$249 / 1 session
Tuesday 9am – 5pm Apr 20
Instructor: Janna Hamlett ATIC 134/Live Online

Safe Quality Foods (SQF)

Get introduced to the SQF system and prepare to take the SQF Practitioner exam. During this two day course, you will gain an understanding of the SQF code and how to apply it to food manufacturing. Through practical exercises to reinforce learning, you will be able to successfully implement and maintain an SQF System.

$549 / 2 sessions
Wed, Thur 9am – 5pm Apr 21 – Apr 22
Instructor: Janna Hamlett ATIC 134/Live Online

EMPLOYER HIGHLIGHT

Michelle Christianson
Top Gun Truck Driving Academy

Top Gun Truck Driving Academy is proud to be in partnership with CSI Workforce Development & Training. Together we been able to provide our students with an online opportunity and reach a greater market. It has been a pleasure to work with Alex and her Workforce team and we look forward to many more years of providing the Magic Valley the opportunity for great training.
– Michelle Christianson, Top Gun Truck Driving Academy, Owner
TRANSPORTATION

**Forklift Train the Trainer**

OSHA requires all forklift operators to be trained and certified. Similarly, they also require trainers to be trained by someone who is certified to teach them, conduct their training and evaluate their competence. Let us help you comply with OSHA regulations.

This 1-day certification course is designed to provide candidate instructors with the skills and knowledge to teach an effective forklift operator course and evaluate competence. Participants will learn the instructional techniques involved to best deliver concepts in a classroom and/or field environment.

Wallet Card - 5 years

$649 / 1 session

- **Friday 9am – 4pm**
  - Instructor: Laurent Brown
  - ATIC 134
- **Friday 8am – 3pm**
  - Instructor: Laurent Brown
  - CSI Mini-Cassia Center

**Forklift Operator**

OSHA requires all personnel to be certified to drive a forklift and most employers throughout the U.S. are requesting previous forklift operator training or certification. The demand for trucking and warehousing services is expected to increase in Idaho. Let us help you not only comply with OSHA regulations but get the job you want.

This 1-day certification course is designed to provide participants with classroom training along with a practical confirmation of Forklift Operators with limited or extensive experience in handling forklift trucks. This course teaches forklift operators to operate in a safe and efficient manner which includes a written theory/practical exam.

Wallet Card - 3 years

$99 / 1 session

- **Friday 9am – 4pm**
  - Instructor: Laurent Brown
  - ATIC 134
- **Friday 8am – 3pm**
  - Instructor: Laurent Brown
  - CSI Mini-Cassia Center

**CDL Class A Training**

CDL training is considered an essential service to keep our nation running properly. CDL drivers are currently listed as the 69th top in-demand occupations for Idaho with a continued need largely increasing every year through 2028.

In as little as four weeks you can gain the skills to work as a licensed Class “A” professional Truck Driver. Training will include driving time, classroom, backing instruction, and truck lab with observation time. This training will be both in-person and online. Students will have 20 hours of Driving Instruction, 60 hours of classroom, 20 hours of backing, 10 hours of Road Observation, and 60 hours of Truck Lab.

$4,626

Reoccurring Weekly

Instructor: Top Gun Truck Driving Academy
Aerial & Scissor Lift Train the Trainer

Scissor Lifts and Aerial Lifts are utilized for many activities in both the general industry and construction. While using aerial lifts is generally a safer way to perform tasks at heights compared to using a ladder, they can also be very dangerous and costly for untrained operators not aware of the hazards involved in the operation and functionality of the machines.

This 1-day certification course is designed to provide candidate instructors with the skills and knowledge to teach an effective aerial and scissor lift operator course and evaluate compliance. Participants will learn the instructional techniques involved to best deliver concepts in a classroom and/or field environment.

Wallet Card - 5 years
$649 / 1 session
Friday 9am – 4pm Jan 29
Instructor: Laurent Brown ATIC 134
Friday 9am – 4pm Mar 26
Instructor: Laurent Brown CSI Mini-Cassia Center

INSTRUCTOR PROFILE

Jake Ball

Jake Ball has spent the past 18 years working as a technician, consultant, and training instructor in various industrial fields. His experience is diverse, ranging from doing functional check-out tests on fire and gas systems to teaching Electronics Technology in Idaho to implementing training programs for Newmont Gold in Africa. Jake earned an Associate’s degree in Instrumentation and Automation from Idaho State University, where he later was an instructor in the same program. He has a B.S. in Network Design and Management, as well current master electrician licenses in 10 states. He is a member of the National Fire Prevention Association and holds a Certified Electrical Safety Worker certificate as well as an instructor for NFPA NEC code courses through the state of Idaho.
Electrical hazards are the root of countless fatalities and injuries at work. That’s why the Occupational Safety and Health Administration (OSHA) tapped the National Fire Protection Association (NFPA) to develop complementary standards for electrical workplace safety.

This course will equip participants with the knowledge and practical skills to help keep themselves and others safe in an industrial environment where electrical hazards could exist. It is ideal for any individual who works on or around electrical equipment or for those overseeing these personnel. Completion of this course will establish employees as “Qualified Persons” under OSHA and NFPA standards.

$399 / 1 session / CEUs: 8
Tuesday 8am – 5pm Jan 19
Instructor: Jake Ball ATIC 134

Industrial Motor Control Systems
Every three years the National Electrical Code is revised and new code changes are adopted by the States. In Idaho, each Master and Journeyman electrician must have 8 hours of continuing education and 16 hours of code update to renew their licenses. This Code Update course is designed to familiarize electricians and electrical contractors with the most important changes in the NEC through hands-on learning.

This course will provide participants with the opportunity to design, build, test, and troubleshoot control circuits using various motor starters, signaling devices, switches, relays, timers, and other associated equipment. You will also learn the basics of variable frequency drives including wiring, configuration, and troubleshooting.

$245 / 1 session / CEUs: 8
Wednesday 8am – 5pm Apr 21
Instructor: Jake Ball ATIC 134

Introduction to Programmable Logic Controllers
Most production facilities rely on Programmable Logic Controllers throughout their processes. This hands-on course will help participants understand the basics of PLCs and start them on their way to programming, maintaining and troubleshooting these devices. While the principles taught apply to any programmable controller, the hands-on activities will use Allen Bradley equipment and RSLogix 5000 software.

$245 / 1 session / CEUs: 8
Wednesday 8am – 5pm Feb 24
Instructor: Jake Ball ATIC 134

Electrical Journeyman Test Prep
This online practice is designed to help you prepare for your state electrician’s examination with the most comprehensive Journeyman electrician test preparation available. Whether you are new to the electrical trade or are experienced with electrical systems, our program will increase your skills and confidence to pass the exam. Study when you want and at your own pace.

$199
Available Upon Request
Self-Paced Online
ENVIRONMENTAL & INDUSTRIAL SAFETY

Qualified Rigger and Signal Person

According to OSHA regulations, a Qualified Rigger must be used for hoisting activity for assembly and disassembly work. In addition, they must be used anytime workers are within the fall zone and hooking, unhooking, guiding a load, or completing the initial connection of a load to a component or structure. This training will prepare you to understand the knowledge needed to rig and signal safely on the job site.

This training meets Fed OSHA 1926.1400 & Fed OSHA 1910.184 – 1926.251 and will include practical demonstrations of tag-lines, crane signals, and rigging applications. Students learn competent person knowledge of basic rigging equipment used on cranes, inspection of rigging equipment, load-angle lift calculations, and how to signal a crane properly with hand and voice commands.

Wallet Card - 5 years
$149 / 1 session
Friday 9am – 4pm Feb 12
Instructor: Laurent Brown ATIC 134

Scaffolding Competent Person

A competent person is a necessity on every job site and is someone who has sufficient experience and knowledge to recognize scaffold hazards, correct unsafe conditions, and who has the ability to shut down the worksite until any hazards are corrected. The competent person should be the most knowledgeable person, in this case about scaffold safety, on-site.

This 1.5-day certification course is designed to prepare all trades in understanding the hazards of modular scaffolding, swing stage, and rolling scaffolds including OSHA’s five most serious scaffold hazards: falling objects, falls, unsafe access, scaffold collapse, and electrocutions.

Wallet Card - 3 years
$175 / 1 session
Fri, Sat 8am – 5pm Jan 22 - Jan 23
Instructor: Laurent Brown ATIC 120
Fri, Sat 8am – 5pm Apr 16 - Apr 17
Instructor: Laurent Brown ATIC 134

EMPLOYER OF THE MONTH

Let us showcase your company and the amazing opportunities you have available!

- Increased visibility of your brand
- Differentiate yourself from your competitors
- Build your authority and credibility
- Find trained and qualified employees excited to grow within your organization
- Develop lasting relationships within your audience and future employees

Call or email us today to receive further information!
(208)732-6344 | workforce@csi.edu
Fall Protection
Competent Person Trainer

Leading-edge fall hazards are a major cause of injuries in the workplace. Did you know OSHA 1926.21 requires employers to provide task-specific training where hazards exist? Safety order 1926.503 (a)(2) states the following: competent persons/qualified in the following areas shall give training to employees who are exposed to fall hazards.

Our Qualified Trainer course covers both construction and general industry, fall protection regulations in depth. Training techniques and practical skills are taught in this 1-day workshop environment. Student trainers are encouraged to bring some of their fall protection gear to the course to add to their learning experience and receive real-time feedback and practical tips on their safe use for their facilities and teams.

Wallet Card - 5 years
$349 / 1 session
Friday 9am – 4pm Feb 5
Instructor: Laurent Brown ATIC 134
Wednesday 9am – 1pm Mar 24
Instructor: Laurent Brown Live Online
Friday 9am – 4pm Apr 9
Instructor: Laurent Brown ATIC 134

Fall Protection
Competent Person

OSHA defines a competent person as “one who is capable of identifying existing and predictable conditions in the surroundings and work areas which are unsanitary, hazardous or dangerous and who has the authorization to take prompt corrective action. The end result of effective training is a Competent Person who can control fall hazards at the local level, resulting in a higher level of safety and compliance.

This 1-day certification course will provide participants with the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

Wallet Card - 3 years
$125 / 1 session
Friday 9am – 4pm Feb 5
Instructor: Laurent Brown ATIC 134
Wednesday 9am – 1pm Mar 24
Instructor: Laurent Brown Live Online
Friday 9am – 4pm Apr 9
Instructor: Laurent Brown ATIC 134

TEACH WITH US

CSI Workforce is always looking for new instructors and courses. If you possess expertise and experience, consider becoming an instructor. Visit our website for more details.

workforce.csi.edu/instructors
Flagging and Basic Traffic Control

Certified flaggers are needed every day to make our lives safer in many industries including construction, road paving, utility, landscapers, emergency response teams, and many more. A flagger must establish authority and confidence so traffic can and will respond in time, and consistently with, the need to stop, change lanes, proceed more slowly or maneuver as necessary around or through the work zone safely.

This course will provide participants with safe flagging techniques specific to Idaho regulations. Students will be provided with the information and procedures necessary to enhance the safety of both workers and drivers while in typical street and highway construction and repair projects.
Wallet Card - 3 years
$99 / 1 session
Friday 8am – 5pm Jan 22
Instructor: Mike Stowell ATIC 134

EHS Leadership Series Part 1: OHSMS

Please join us for an intensive Safety Leadership series. Implementing Occupational Health and Safety Management Systems. This course will provide you with tools and skills to communicate effectively with the leadership team to implement a sustainable safety culture in today’s environment. Safety professionals are often the firefighters and enforcement for safety procedures leaving them with little time to implement strategies needed to reach stated company safety goals. This course maps the implementation of ANSI Z10 and ISO 45001 in the learners specific environment. 12 weeks of tools and assignments to help you take safety leadership to the next level.
$375 / 12 sessions
Tuesday 11:30am – 12:30pm Feb 2 – Apr 20
Instructor: Valerie Waterland Live Online

APPRENTICESHIP TO CREDIT

College of Southern Idaho worked to create a program to provide our apprentices with college credit for completion of their program. This is a huge step in building a more educated workforce and recognizing the incredible achievements of our journeymen.

Call for more information!
(208) 732-6366

There are 11 approved programs!
Confined Space Competent Person Trainer

Do you want to teach your own employees how to enter and work safely in permit and non-permit confined spaces? OSHA states that only “Qualified Persons” can give training to others. This class is for everyone that wants to train their employees to safely work in and recognize hazards in confined space operations. This comprehensive class provides hands-on instruction in air sampling techniques, hazard assessment of confined spaces and basic retrieval/rescue (non-entry) techniques.

Students will learn how to create an entry permit and how to correctly evaluate and determine if permit entry procedures are necessary. All instructor course materials are provided to each prospective trainer. This course meets NEW Fed OSHA Regulations 1926.1200 requirements for certification of employees who enter or may work in a confined space. Wallet Card - 5 years

$349 / 1 session
Friday 9am – 4pm
Instructor: Laurent Brown ATIC 134
Wednesday 9am – 1pm
Instructor: Laurent Brown Live Online
Friday 9am – 4pm
Instructor: Laurent Brown ATIC 134

Confined Space Competent Person

A competent person is a necessity on every job site and is someone who has sufficient experience and knowledge to recognize confined space hazards, correct unsafe work conditions, and who has the ability to shut down the worksite until any hazards are corrected. The competent person should be the most knowledgeable person, in this case about confined space safety on site.

Confined space incidents are not the most common, but they can be the most deadly. Many times this is due to the hazards being misunderstood or underestimated. This course is designed to train students in the best practices and methods of identifying and eliminating both existing and predictable confined space hazards. Wallet Card - 3 years

$125 / 1 session
Friday 9am – 4pm Feb 26
Instructor: Laurent Brown ATIC 134
Wednesday 9am – 1pm Mar 31
Instructor: Laurent Brown Live Online
Friday 9am – 4pm Apr 23
Instructor: Laurent Brown ATIC 134

Trenching & Excavation Competent Person

Did you know that the fatality rate for excavation work is 112% higher than the rate for general construction? With the proper safety training in place, this number would be drastically reduced. That is why OSHA requires a competent person be present at every job site.

This 1 day certification course goes far beyond the basic awareness level and students will walk away understanding the topics including OSHA excavation standards, soil mechanics and soil analysis, protective system planning and selection, job planning related to trench safety, and competent person responsibilities. Wallet Card - 3 years

$149 / 1 session
Available Upon Request
LEADERSHIP & MANAGEMENT

RISE - Motivating Your Team to Work Harder, Achieve More, and Continually Stretch

Motivating teams to embrace change, achieve more and stretch beyond their current capacity is the focus of peak performance specialists. In a world where information is readily shared and top technology and processes are common knowledge, helping our teams do more by understanding how to better utilize their brainpower can be a game-changer for an organization’s success. Come spend the morning learning some of the latest brain research that can enable your team to accomplish more, be more innovative and be happier while doing so.

$149 / 1 session
Tuesday 9am – 1pm    Mar 9
Instructor: Carol Barkes    Live Online

Leading Through Change

Einstein once said, “The measure of intelligence is the ability to change”. Today’s turbulent business environment demands that companies work to implement fast innovations. This course will address needed management tools to ensure company wide support. Creating a culture of innovation will be critical in all industries moving forward. This class will examine the critical process necessary to change the work environment to foster innovative behavior.

$65 / 2 sessions
Tue, Thur 1pm – 3pm    Feb 16 – Feb 18
Instructor: Cortney Campbell    Live Online

BUSINESS & PROFESSIONAL DEVELOPMENT
Emerging Leader Program

Whether you are a new manager or have been in a management role for years, the CSI Emerging Leader Program provides you with the expertise, tools and confidence needed to become a more impactful leader. Through a combination of lecture-based presentations, interactive activities and one-on-one coaching, you will develop your personal leadership style, learn methods to foster a high-performance culture and acquire tools that you can implement immediately in your workplace.

Your Leadership Legacy by Robert Galford and Regina Maruca will provide direction for the program, challenging you to think about and formulate your leadership legacy. In one-on-one sessions instructor, Michelle Shinn, will help you assess your current impact, elevate your work and achieve your leadership goals.

$1,195
Available Upon Request
Instructor: Michelle Shinn

High Performance Teams

High-performance work teams are groups of highly motivated and talented professionals working together towards common business goals. They are characterized by clearly defined roles and a strong sense of purpose. Key topics will include communication, team dynamics, motivation, conflict management, and development of a healthy organizational culture. These “people skills” are amongst the most challenging competencies for both experienced and novice leaders. This course will challenge you to understand your followers on a deeper level, as well as help you to reflect and improve on your own leadership practice.

$65 / 2 sessions
Tue, Thur 1pm – 3pm Jan 19 – Jan 21
Instructor: Cortney Campbell  Live Online

5 Steps to Successful Training Series

Sessions 1 – 3

It is important to realize that any trainer needs two separate sets of skills and knowledge. First, they need to know the topic they are teaching and second, they need to know how to transfer that information to the student. You have probably noticed that there are a lot of training materials and training methods that do not seem to be a good fit for your training needs.

Beginning with the fundamentals of human communication, you will gain an understanding of how the adult brain learns, adapts, and changes. We will explore a foundational understanding of adult learning and you will develop an in-depth understanding of the core learning styles. Lastly, stemming from the training method, and with an understanding of human communication, effective coaching allows trainers to maintain trust while correcting actions.

SESSION 1
The Adult Learner

SESSION 2
The Training Method

SESSION 3
The Art of Coaching

$165 per class
$375  Take the series and save!
Wednesday 5:30pm – 8pm Jan 13 – Feb 17
Instructor: Andy Orr  Live Online

CLASS SERIES
Discover Your Strengths
Understanding what you do best is essential to personal and professional success. Often, we are unclear on our own strengths and core competencies. This class is a journey of self-discovery, as we explore simple frameworks to identify your strengths and examine your skills, natural gifts, passions, and greatest abilities. Whether you are looking to develop your strengths and increase your value at your current employer, or potentially change professions, you will find tremendous value in this course.

$65 / 2 sessions
Tue, Thur 1pm – 3pm Mar 30 – Apr 1
Instructor: Cortney Campbell Live Online

A to Z Grant Writing II - Beyond the Basics
Are you ready to continue your journey into the world of grants? You will learn how to create a fundraising plan for all types of grant makers. In addition, you will explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines.

$115
Online: Self-Paced Course

Accounting Fundamentals
In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities.

$115
Online: Self-Paced Course

Introduction to QuickBooks Online
This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. And with the cloud-based program outpacing the desktop version, there’s no better time to refresh your QuickBooks knowledge.

You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you’re new to QuickBooks or need a quick refresher, this course will empower you to take control of your business’s financial accounting, all with the ease and convenience of an online platform.

$115
Online: Self-Paced Course
BUSINESS & COMMUNICATION

Rethink Difficult Conversations  NEW

In today’s polarized climate, we are experiencing more difficult conversations than ever before. Come learn how to manage these conversations quicker and easier by using a neuroscience-based approach to conversations. This class will be split between sharing the research and practicing the communication techniques with your fellow classmates.

$249 / 1 session
Tuesday 8:30am – 4:30pm Feb 23
Instructor: Carol Barkes  Live Online

Rethink Listening  NEW

While listening is the key to effective communication, most of us are really not great at fully listening. We listen waiting to speak again, let our minds wander away from the conversation and we fail to hear the messages being delivered. Learn how to ask the “next best question”, use your tone to help others feel freer to speak and understand how to hear what is being said as well as what isn’t.

$149 / 1 session
Wednesday 1pm – 5pm Mar 3
Instructor: Carol Barkes  Live Online

Excel

Sessions 1 – 5

Over 75% of jobs require digital skills such as Excel and word-processing. Your ability to create spreadsheets, utilize basic formulas and work with datasets could advance your career or help you land your next job.

SESSION 1
Excel 101

SESSION 2
Top 15 Functions

SESSION 3
Charting and Conditional Formatting

SESSION 4
Get Results from Data

SESSION 5
Pivot Tables and Pivot Charts

$59 per session
$250 ✨ Take the series and save!

Wednesday 3pm – 5pm Jan 20 – Feb 17
Instructor: Julia Rietdorf  HSHS 229

Wednesday 3pm – 5pm Mar 3 – Mar 31
Instructor: Julia Rietdorf  HSHS 229

Wednesday 3pm – 5pm Apr 14 – May 12
Instructor: Julia Rietdorf  HSHS 229

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Wednesday 3pm – 5pm Apr 14 – May 12
Instructor: Julia Rietdorf  HSHS 229
Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential!

It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

$115

Online: Self-Paced Course

Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

$115

Online: Self-Paced Course
HUMAN RESOURCES

CLASS SERIES

HR Essentials

**Sessions 1 – 8**

Are you new to HR, interested in starting a career in the field, or need HR knowledge to run your business? In this live-online series, Stacee Pedersen will provide practical information gleaned from her over 20-year career in human resources. She will share various real-world scenarios to better equip you for the situations you will encounter as you build your knowledge of HR practices. The series begins with an overview of HR management fundamentals followed by a deeper dive into topics such as employment law, talent acquisition, performance management, and more.

**SESSION 1**  
**Fundamentals of HR Management**

**SESSION 2**  
**Employment Law**

**SESSION 3**  
**Talent Acquisition**

**SESSION 4**  
**Performance Management**

**SESSION 5**  
**Learning & Development**

**SESSION 6**  
**Total Rewards Part 1**

**SESSION 7**  
**Total Rewards Part 2**

**SESSION 8**  
**Data & Analytics**

$75 per class / CEUs: 2 per session  
$525 **Take the series and save!**

Thursday 3pm – 5pm  
Jan 21 – Mar 11  
Instructor: Stacee Pedersen  
Live Online

**INSTRUCTOR PROFILE**

Stacee Pedersen  
Stacee Pedersen is currently the President of Momentum Employer Group with 20 years of experience in managing all aspects of Human Resources which includes talent management (acquisition, development & retention), employee relations, compensation, benefits administration, training, environmental safety, and federal and state regulatory compliance. Stacee Pedersen was the VP of HR for Zions Bancorporation where she supported the operations team comprising of 1400 team members. During her time with Zions, she led the successful consolidation of six affiliate Loan Operation sites into the new Enterprise Loan Operations group. In addition, Stacee led the initiative to create a Coaching Culture which resulted in higher levels of employee performance. Stacee loves competitive sports and spends most hours away from work with her family at ball games.
Class Locations
To see a map of the CSI campuses, visit workforce.csi.edu and click Maps under the Resources drop down.

Cancelation Policy
To cancel or drop a class of a confirmed training, submit an email request to workforce@csi.edu or call us at (208)732-6310. If a registration is cancelled at least 48 hours before the start date of the class, a full refund will be issued. If prior arrangements are made, accommodations to transfer the registration to a different course section or allow someone to attend on the original registrant’s behalf may be accepted. Those who do not contact the department to make arrangements will forfeit fees paid for the class.

Refunds
CSI Workforce Development & Training reserves the right to cancel any training course due to insufficient enrollment at least two calendar days before the scheduled start date. Notice will be provided via email, with the option to reschedule for a future course date or to receive a full refund of class fees. CSI is not responsible for expenses incurred by the customer if a course is cancelled. Refunds will be issued in the form of a check to the student or company who paid for the training. Please allow 2-4 weeks for processing.

Financial Resource Opportunities
Our programs will provide you with skills to help advance your career. To further support you, we offer financial resources that can offset the costs. To apply, please submit a request through workforce.csi.edu/resources/financial-resources.

Skill Stack Badges
Want to develop a portfolio of skills and competencies that align directly with the needs of employers? These badges are based off industry requirements, so you will be able to directly connect and communicate your skills to what employers are looking for.
REGISTRATION FORM

STUDENT FIRST NAME

LAST NAME

☐ Personal Address  ☐ Company/Organization Address — if company/organization pays for class

COMPANY / ORGANIZATION

STREET

CITY    STATE    ZIP CODE

EMAIL

Provide at least one phone number:

HOME    WORK    CELL

Birth Date: ___ ___ | ___ ___ | ___ ___ ___  Gender:  ☐ Male  ☐ Female

PAYMENT METHOD

☐ My Credit Card  ☐ Check/Cash  ☐ Company/Org. Credit Card*  ☐ Invoice to Company/Org.*

CREDIT CARD NUMBER

EXPIRATION DATE

*Provide name and address of your employer/company/organization above.

MY COURSES

START DATE

COURSE / SERIES TITLE

PRICE

☐ Send me CSI Workforce messages by email.

☐ Please send me CSI Workforce catalogs by mail.

Total Class Fees

QUESTIONS? workforce.csi.edu . (208) 732-6310
Enrich, Enhance, Explore

We believe in the success of the Magic Valley Community and are here to provide lifelong learning that contributes to employee and employer success.