

Presents

**Managers as Leaders**

# Managing Time and Change in a Leadership Role

Developed and Delivered by Linda S. Blessing M.S. Ed

## February 19, 2019 in White River Junction, VT

### PROGRAM TOPICS

This Session, Managing Time and Change in a Leadership Role, is one of five Managers as Leaders programs designed specifically for the bank manager striving for leadership qualities.

#### ◆ **Managing Multiple Priorities**

- ⇒ Personal Time Wasters and Individual Action Plans
- ⇒ Basics of Organization and Planning to Meet Goals and Priorities
- ⇒ Conquering Procrastination

#### ◆ **The Challenge of Managing Change**

- ⇒ The Leader's Role in Managing Change
- ⇒ Communicating Change with Power and Persuasion
- ⇒ Steps for Winning Employee Support
- ⇒ Personal Change Assessment



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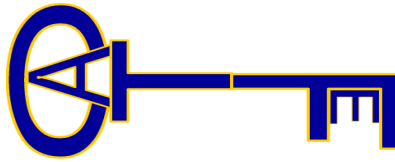
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## YOUR INSTRUCTOR

Linda Blessing has over 30 years of experience in human resources, training, operations, management, quality assurance, project management, and healthcare compliance. Currently she is principal at Linda S. Blessing, MS. Ed, Life Coach and Trainer, also working on a contract basis for Career Management Associates in Portland, Maine. She spent seven years with D.Gallant Management Associates as Senior Associate providing human resources, training, and coaching, counseling expertise. Prior to that she served in senior management at McKesson Corporation overseeing human resources, training, and healthcare compliance at the national level.

Linda also held various management level positions during her 22 years with Anthem Blue Cross and Blue Shield. Among her responsibilities were human resources, training, project management, and claims operations. Linda holds a Bachelor of Science in Secondary Education from Southeast Missouri State University, as well as a Master of Sciences in Education/Counseling from the University of Maine. She has taken many professional and personal development courses and seminars in management, leadership, communications, customer services, human resources, quality assurance, and compliance.

The complete Managers as Leaders classroom series taught by Linda Blessing through CFT:

*Leadership and Management: September 18, 2018*

*Building a Winning Team: October 16, 2018*

*Performance Management and Coaching: November 13, 2018*

*Managing Time and Change in a Leadership Role: February 19, 2019*

*Leading to Service Excellence: March 19, 2019*

**Planning on taking all five of these exceptional programs? If so, you will earn CFTEA's Managers as Leaders Certificate!** This special program has been developed specifically for those in the financial services field who currently hold management positions. Facilitated by Linda, each of the topics provided in this series is designed to assist managers to develop their leadership skills in an engaged and dynamic learning environment.

ENROLL ONLINE FOR ANY OF THE ABOVE DATES OR ALL FIVE PROGRAMS AT

[WWW.CFTEA.ORG](http://WWW.CFTEA.ORG)



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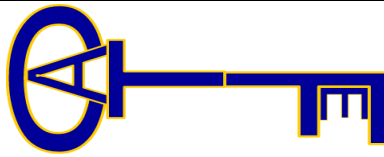
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## Registration Information

**Tuition for this single program: \$295.00 per attendee, which includes materials.** Please register at least one week prior to the date of the program. Cancellation of a registration must be made at least one week prior to the date of the program otherwise the full registration fee must be charged. Participant substitutions may be made. The full registration fee will also be charged for any cancellation made less than one week prior to the date of the program due to *anticipated* bad weather. Should bad weather become a deterrent for any student(s) to attend a class on the day/evening of the program, there will be no charge for the enrollment.

**Tuesday, February 19, 2019**

**9:00AM—4:00PM**

**Mascoma Savings Bank**

243 Skyes Mountain Avenue, White River Junction, VT

## REGISTRATION FORM:

### Managers as Leaders: Managing Time and Change in a Leadership Role

Name: \_\_\_\_\_ Last Four Digits of SS#: \_\_\_\_\_

eMail address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Financial Institution Name and Address: \_\_\_\_\_

\_\_\_\_\_ Authorization: \_\_\_\_\_

Authorizer's eMail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### Please Check the programs you wish to attend:

- \_\_\_\_\_ Leadership and Management: September 18, 2018
- \_\_\_\_\_ Building a Winning Team: October 16, 2018
- \_\_\_\_\_ Performance Management and Coaching: November 13, 2018
- \_\_\_\_\_ **Managing Time and Change in a Leadership Role: February 19, 2019**
- \_\_\_\_\_ Leading to Service Excellence: March 19, 2019

**Register Online at: [WWW.CFTEA.ORG](http://WWW.CFTEA.ORG)**

**You may scan/email your registration to: [info@cftea.org](mailto:info@cftea.org)**

**You may FAX your registration form to: 207-514-8260**

**OR mail it to:** CFTEA, Auburn Hall Suite 303, 60 Pineland Drive, New Gloucester, ME 04260

### Questions?

**Call 1-888-366-3242 or 207-688-6225 Email us at [info@cftea.org](mailto:info@cftea.org)**

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The Center for Financial Training reaffirms its standing policy of nondiscrimination in employment and in all programs and activities with respect to race, creed, color, sex, sexual orientation, age, religion, ethnic or national origin, handicap or veteran status.