

CENTER FOR FINANCIAL TRAINING & EDUCATION ALLIANCE



Presents

MindEdge

Certificate in Business Communications

MindEdge's mission is to improve the way the world learns.

Since it was founded by Harvard and MIT educators in 1998, MindEdge has served more than one million learners.

Each 3 to 5-hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and prepare for application in the workplace.

Certificate in Business Communications

\$299 (25 Hours)

Communicate Collaboratively
Effective Business Writing
Effective Emails, Memos and Letters
Effective Presentations
Effective Public Speaking

Communicating clearly and concisely in written and oral formats is critical to your professional success. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy, and jargon

Each of these self-paced courses offer an assortment of interactive exercises, selected readings, and self-assessments that will engage you and help you practice effective business communication.



CENTER FOR
FINANCIAL
TRAINING™ &
EDUCATION
ALLIANCE



IS YOUR KEY TO SUCCESS



CFTEA
60 Pineland Drive
Auburn Hall, Suite 303
New Gloucester, ME 04260

Phone: 207-688-6225
Fax: 207-514-8260
E-mail: tammy@cftea.org

WWW.CFTEA.ORG

CENTER FOR FINANCIAL TRAINING & EDUCATION ALLIANCE

Certificate in Business Communications

Communicating Collaboratively

Estimated length: 5 hours .5 CEUs | 5 (ISC)2 CPEs | 5 PDUs

Course Description

In most organizational settings, you'll be expected to work in teams. At times, your team members may not be physically in the same office with you. And yet, communicating effectively within these teams is critical to the success of the team, and critical to your personal success on any given project or task. This introductory-level course will help you improve your collaborative communication by providing best practices and effective tips and techniques.

Effective Business Writing

Estimated length: 5 hours .5 CEUs | 5 (ISC)2 CPEs | 5 PDUs

Course Description

The ability to write clearly and directly is highly prized in most organizations. Well-written emails and documents can help you earn respect among your peers. And poorly written emails and documents can detract from success at all levels. The ideas, techniques, and checklists in this introductory-level course apply to all forms of business writing: memos, reports, brochures, proposals, presentations, catalogs, and websites. This course will also teach how to revise for wordiness, unnecessary phrases, redundancy, and jargon, and the appropriate use of email in an organizational setting.

Effective Emails, Memos, and Letters

Estimated length: 5 hours .5 CEUs | 5 PDUs

Course Description

Communicating clearly and concisely in written formats like email, memos, and letters is very important in a workplace setting. Clearly communicating your thoughts, plans and proposals is a highly effective means to advance your ideas and earn the respect of your peers. This course will help you improve your use of these common business communication vehicles by providing best practices and effective tips and techniques.

Effective Presentations

Estimated length: 5 hours .5 CEUs | 5 (ISC)2 CPEs | 5 PDUs

Course Description

The ability to deliver an effective presentation is critical in most job functions. This introductory-level course helps learners organize, structure, and create effective presentations. Because many organizations use PowerPoint as a way of communicating information, this course offers advice and guidance on the most effective and persuasive uses of PowerPoint, including best practices on word count, graphics, and structure.

Effective Public Speaking

Estimated length: 5 hours .5 CEUs | 5 PDUs

Course Description

Confidence is a key to delivering an effective speech or presentation. And delivering an effective presentation can be critical to success at work. This introductory-level course helps you develop the skills you'll need to become an outstanding and confident public speaker. It reviews the seven stages of public speaking including defining the audience and crafting your central message, all the way to writing, practicing, and delivering your presentation or speech. This course is an essential part of honing the skill of presenting and setting the stage for the boost of confidence to help you succeed.

**For Key Features, Learning Outcomes and a complete PDU breakdown for each course
check out more information at [Certificate in Business Communications](#)**

CFTEA

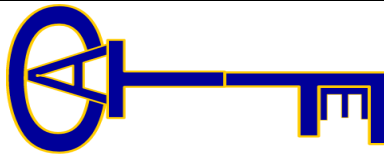
60 Pineland Drive
Auburn Hall, Suite 303
New Gloucester, ME 04260

Phone: 207-688-6225

Fax: 207-514-8260

E-mail: tammy@cftea.org

WWW.CFTEA.ORG



Check out [MindEdge](#) on our [Website!](#)

Notes

This course has an "Ask the Expert" feature, which submits your questions directly to an expert in the field you are studying. Questions are answered as quickly as possible and usually within 24 hours.

Learners must achieve an average test score of at least 70% to meet the minimum successful completion requirement and qualify to receive IACET CEU credit. Learners will have three attempts at all graded assessments with one year access to the certificate bundle.

Refund Policy

You may request a refund up to 5 days from the purchase date. The registration fee will only be refunded if less than 10% of the course has been completed. Completion percentage can be viewed on the Course Progress page from within the course.

REGISTRATION FORM:

Certificate in Business Communications

\$299 (25 Hours)

Name: _____ Last Four Digits of SS#: _____

eMail address: _____ Telephone #: _____

Financial Institution Name and Address: _____

Authorization: _____

Authorizer's eMail Address: _____ Telephone #: _____

Register Online at: WWW.CFTEA.ORG

You may scan/email your registration to: 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

CFTEA is committed to offering professional continuing education programs in partnership with area Financial Institutions and their employees. We value and deliver a high standard of cost effective educational programs while promoting personal growth through professional development.

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.