

CENTER FOR FINANCIAL TRAINING & EDUCATION ALLIANCE



Presents

MindEdge

Certificate in Leadership

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 Leadership

\$199 (18 Hours)

Introduction to Leadership
Leaders and Work-Life Balance
Leading and Managing Change
Leading Teams

What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance?

This suite of courses addresses all of these questions and many more.

Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, the courses in this suite offer advice on leadership that can help you stand out as a leader among your peers. Video segments introduce Dr. Mills and other leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators.



CENTER FOR
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ALLIANCE



IS YOUR KEY TO SUCCESS



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Certificate in Leadership

Introduction to Leadership

Estimated length: 5 hours .5 CEUs | 5 PDUs

No matter your age or what phase of your career you're in, leadership is a crucial skill on the path to success. This course examines how to be a successful (that is, effective) leader. This course asks the crucial questions about leadership in today's organizations: What is leadership and why is it important? What does effective leadership require? What is visionary leadership? What is the role of charisma? What is the difference between managing, administering, and leading? This course offers a balance of the theory of leadership with some real-world application to help you develop this critical skill for personal growth and success.

This course is based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School. Excerpts of the book are made available via PDF download and no additional purchase is required.

Leaders and Work-Life Balance

Estimated length: 3 hours .3 CEUs | 3 PDUs

Why can it be so difficult to balance our work with our personal lives? And can these pressures be managed in a way that can make you more successful at both? Yes. This introductory course is meant for anyone who recognizes work-life balance as a skill and wants to improve their ability to create this balance. This course looks at methods and techniques to reconcile work and family. You will also consider the question of personal fulfillment and the needs and demands of leadership.

This course is based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School. Excerpts of the book are made available via PDF download and no additional purchase is required.

Leading and Managing Change

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

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, change is a constant in any successful business. Managers play a fundamental role in successful effecting changes across an organization, and meanwhile, humans, by nature, will often resist change out of fear of the unknown. This introductory course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

This course is based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School. Excerpts of the book are made available via PDF download and no additional purchase is required.

Leading Teams

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

Leading a team through any task or project requires special skills, and an understanding of the team dynamic and politics. This introductory-level course for managers or anyone interested in leading teams, addresses the key issues surrounding leadership in a team environment. Why is leadership important to team success? What is required of a team leader to lead his team effectively? This course considers how team leaders must account for the special and unique circumstances of working in a team, where responsibility, accountability, communication, and leadership are shared.

This course is based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School. Excerpts of the book are made available via PDF download and no additional purchase is required.

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

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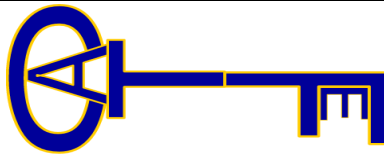
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Check out [MindEdge](#) on our [Website!](#)

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 Leadership \$199 (18 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

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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.