

CENTER FOR FINANCIAL TRAINING & EDUCATION ALLIANCE



Presents

MindEdge

The Manager's Toolbox Certificate

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.

The Manager's Toolbox Certificate

\$499 (35 Hours)

Business Nuts and Bolts
Compliance Challenges
Handling Conflict
Morale and Inspiration
New Leader Challenges
New Manager Challenges
Performance Challenges

The Manager's Toolbox is a suite of online courses designed for the new manager. New managers face challenges every day that they have likely never encountered before. The Manager's Toolbox seeks to give the learner a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The courses will offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

There are a number of managerial factors that are vital in managing and leading. Becoming a better manager or leader is directly connected to how well you can master them. The course contains detailed explanations, best practices, and key questions on 18 managerial and leadership factors including video advice from D. Quinn Mills, Albert J. Weatherhead, Jr. Professor of Business Administration, Emeritus at Harvard Business School.

After careful consideration of the relevant and reference managerial and leadership factors, learners are given a series of video-based scenarios and asked to consider how they would handle the challenges presented for the most optimal results.



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

The Manager's Toolbox Certificate

For all classes in the Manager's Toolbox Certificate: After careful consideration of the relevant and reference managerial and leadership factors, including such topics as dealing with direct reports, solving problems, planning and budgeting, and others, learners are given a series of video-based scenarios and asked to consider how they would handle the challenges presented for the most optimal results.

Upon completion, learners are given a summary of what they've learned for quick reference while at work.

The Manager's Toolbox: Business Nuts and Bolts

Estimated length: 5 hours 5 PDUs

There are a number of managerial factors that are vital in managing and leading. Becoming a better manager or leader is directly connected to how well you can master them. The Manager's Toolbox is a suite of online courses designed to give new managers a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The courses offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

Learners will encounter four scenarios, which address the following topics:

1. Customer Service
2. Cost Budgeting
3. Cost Cutting
4. Vendor Relations

The Manager's Toolbox: Compliance Challenges

Estimated length: 5 hours 5 PDUs

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Learners will encounter four scenarios, which address the following topics:

1. Harassment
2. Sexual Harassment
3. An Office Romance
4. Selecting a Team

The Manager's Toolbox: Handling Conflict

Estimated length: 5 hours 5 PDUs

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Learners also encounter five scenarios, which address the following topics:

1. Conflict Between Managers
2. Handling Conflict
3. Conflicting Advice
4. Dealing With Peer Conflict
5. A Sarcastic Subordinate

The Manager's Toolbox: Morale and Inspiration

Estimated length: 5 hours 5 PDUs

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Learners will encounter six scenarios, which address the following topics:

1. A Question of Delegation
2. Salary Anxiety
3. Morale
4. Leading Change
5. Sparking Creativity
6. Dealing With Failure

**For Key Features, Learning Outcomes and a complete PDU breakdown for each course
check out more information at [The Manager's Toolbox Certificate](#)**

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

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For all classes in the Manager's Toolbox Certificate: After careful consideration of the relevant and reference managerial and leadership factors, including such topics as dealing with direct reports, solving problems, planning and budgeting, and others, learners are given a series of video-based scenarios and asked to consider how they would handle the challenges presented for the most optimal results.

Upon completion, learners are given a summary of what they've learned for quick reference while at work.

The Manager's Toolbox: New Leader Challenges

Estimated length: 5 hours 5 PDUs

There are a number of managerial factors that are vital in managing and leading. Becoming a better manager or leader is directly connected to how well you can master them. The Manager's Toolbox is a suite of online courses designed to give new managers a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The courses offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

Learners will encounter six scenarios, which address the following topics:

1. A Tough Decision
2. A Question of Transparency
3. Conflict With a Customer
4. Work-Life Balance
5. 360 Degree Feedback
6. Handling Difficult Change

The Manager's Toolbox: New Manager Challenges

Estimated length: 5 hours 5 PDUs

There are a number of managerial factors that are vital in managing and leading. Becoming a better manager or leader is directly connected to how well you can master them. The Manager's Toolbox is a suite of online courses designed to give new managers a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The courses offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

Learners will encounter five scenarios, which address the following topics:

1. A Vacation Request
2. Dress Code
3. The Latecomer
4. A Question of Travel Expenses
5. Telework

The Manager's Toolbox: Performance Challenges

Estimated length: 5 hours 5 PDUs

There are a number of managerial factors that are vital in managing and leading. Becoming a better manager or leader is directly connected to how well you can master them. The Manager's Toolbox is a suite of online courses designed to give new managers a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The courses offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

Learners will encounter six scenarios, which address the following topics:

1. Performance Issues
2. A Question of Distraction
3. The Moonlighter
4. A Missed Deadline
5. Missing the Mark? (A Pilot Program)
6. Progressive Discipline

**For Key Features, Learning Outcomes and a complete PDU breakdown for each course
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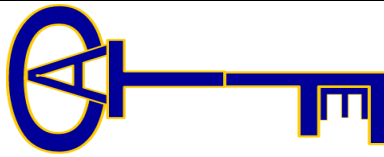
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Check out [MindEdge](#) on our [Website!](#)

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.

This course does not require any additional purchases of supplementary materials.

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Information in this course has been taken from *A Guide to the Project Management Body of Knowledge, (PMBOK®Guide)* — Fifth Edition, Project Management Institute Inc., 2013.

Students have one year of access to complete 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:

The Manager's Toolbox Certificate

\$499 (35 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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