



**MAKING YOUR PERFORMANCE REVIEW
WORK FOR YOU**

Instructor:
Bill O'Brien

Course # C5020L

KENNEBEC SAVINGS BANK | 150 STATE STREET
AUGUSTA MAINE

STARTING WEDNESDAY APRIL 24, 2019

RUNS FOR HALF DAY FROM 8:30 AM – NOON

course description

This course a practical, eye-opening workshop developed to enhance the effectiveness of performance evaluations for all parties. Learn how to take charge of your review to grow professionally.

how to enroll

Enrollment must be received at least one week prior to the start date of the class. Enroll online at our website, CFTEA.org or with the enrollment form on this flyer.

how class works

Attend this class at the Augusta location to interact with peers and an experienced facilitator.

tuition

\$200 per participant. Materials included.

withdrawal policy

CFTEA withdrawal policy is outlined within our latest catalog and on our website. Before class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office

Registration Form

Name: _____

Last Four Digits of SS#: _____

Email used for Course:

Telephone #: _____

Organization and Mailing Address:

Authorized by: _____

Register online at CFTEA.org

Scan registration form to info@cftea.org or

FAX to: 207.514.8260

Questions? Call 888.366.3242