

Leadership, Management and Supervisory Course Descriptions

Courses: Leadership, Management and Supervisory

Course	Code	Format	Date(s) / Time	Duration	Location	Instructor	Credits/ PDU	Cost
A Manager's Guide - How to Coach 	M5001SP	Self Paced	-	3 hours	-	Online	.3 PDU	\$79
A Manager's Guide to Business Ethics in the 21st Century 	M5002SP	Self Paced	-	10 hours	-	Online	10 PDU	\$249
A Manager's Guide to Effective Negotiations 	M5003SP	Self Paced	-	5 hours	-	Online	5 PDU	\$79
A Manager's Guide to Handling Difficult Employee Behavior 	M5004SP	Self Paced	-	10 hours	-	Online	10 PDU	\$199
A Manager's Guide to Information Technology 	M5005SP	Self Paced	-	10 hours	-	Online	1 CEU	\$199
A Manager's Guide to Managing People 	M5006SP	Self Paced	-	5 hours	-	Online	5 PDU	\$79
A Manager's Guide to Superior Customer Service 	M5007SP	Self Paced	-	3 hours	-	Online	.3 CEU	\$79
A Manager's Guide to Time Management 	M5008SP	Self Paced	-	3 hours	-	Online	3 PDU	\$79
A Manager's Guide to Workplace Conflict 	M5009SP	Self Paced	-	6 hours	-	Online	6 PDU	\$99
Active Aggressor for Managers	A5010SP	Self Paced	-	40 min	-	Online	-	\$95
An Experience Like No Other 	C5011L	Live	4/3/2019	1 day	Augusta, ME	L. Szelog	1/4	\$325
TBA, Augusta, Maine								
Authentic Leadership	A5012SP	Self Paced	-	15 min	-	Online	-	\$55
Basics of Leadership Skills Certificate	H5013SP	Self Paced	-	-	-	Online	-	\$200
Building Collaborative Teams	A5014SP	Self Paced	-	15 min	-	Online	-	\$55
Certificate in Leadership	M5015SP	Self Paced	-	18 hours	-	Online	-	\$199
Certificate in Project Management for Teams	M5016SP	Self Paced	-	35 hours	-	Online	30 PDU	\$845
Coaching	A5017SP	Self Paced	-	15 min	-	Online	-	\$55
Coaching to Support the Sales Process Suite	A5018SP	Self Paced	-	20 min	-	Online	-	\$55
Communicating Vision	A5019SP	Self Paced	-	15 min	-	Online	-	\$55
Corrective Action	A5020SP	Self Paced	-	15 min	-	Online	-	\$55
Effective Meetings	A5021SP	Self Paced	-	15 min	-	Online	-	\$55
Emotional Intelligence for Managers 	M5022SP	Self Paced	-	3 hours	-	Online	.3 CEU	\$79
Employee Recognition	A5023SP	Self Paced	-	15 min	-	Online	-	\$55
Employment Law	A5024SP	Self Paced	-	3 hours	-	Online	-	\$95
Empowerment	A5025SP	Self Paced	-	15 min	-	Online	-	\$55
Enhance Your Potential, Build Your Leadership Narrative 	C5030L	Live	5/2/2019 and 5/9/2019	2 weeks	New Gloucester, ME	S. Woodard	1/2	\$325
Pineland Conference Center, 16 Pineland Drive, off Route 231, first building on left								
Foundations of Leadership	C5026GL	Guided Learning		6 months		A. Lederer	1/2	\$245
Interviewing	A5027SP	Self Paced	-	15 min	-	Online	-	\$55
Introduction to Leadership	M5028SP	Self Paced	-	5 hours	-	Online	-	\$79
Leaders and Work-Life Balance 	M5029SP	Self Paced	-	3 hours	-	Online	3 CEU	\$79
Leadership Development Certificate	O5030SP	Self Paced	-		-	Online	-	\$850

Leadership in Action Suite	A5031SP	Self Paced	-	1.5 hours	-	Online	-	\$195
Leading and Managing Change	M5032SP	Self Paced	-	5 hours	-	Online	5 PDU	\$79
Leading Teams	M5033SP	Self Paced	-	5 hours	-	Online	5 PDU	\$79
Leading with Influence	C5034GL	Guided Learning	-	6 months	-	T. Perkins	1/2	\$245
Leveraging the Benefits of a Diverse Workforce	A5035SP	Self Paced	-	55 min	-	Online	-	\$95
Management	CA5036ILO	Instructor Led Online	1/14/2019	12 weeks	-	Online	3	\$645
Management	CA5036ILO	Instructor Led Online	4/1/2019	12 weeks	-	Online	3	\$645
Management	CA5036ILO	Instructor Led Online	7/8/2019	12 weeks	-	Online	3	\$645
Management	C5036GL	Guided Learning	-	6 months	-	T. Perkins	3	\$450
Management Fundamentals Suite	A5037SP	Self Paced	-	1.5 hours	-	Online	-	\$275
Managers as Leaders: Building and Maintaining Your Team	C5038L	Live	Call to Schedule 9:00am-4:00pm	Full Day	-	-	1	\$295
Managers as Leaders: Development, Coaching and Performance Management	C5039L	Live	Call to Schedule 9:00am-4:00pm	Full Day	-	-	1	\$295
Managers as Leaders: Leadership and Management	C5040L	Live	Call to Schedule 9:00am-4:00pm	Full Day	-	-	1	\$295
Managers as Leaders: Leading Service Excellence	C5041L	Live	3/19/2019 9:00am-4:00pm	Full Day	White River Junction, VT	L. Blessing	1	\$295
Mascoma Bank, 243 Sykes Mountain Avenue, White River Junction, Vermont								
Managers as Leaders: Managing Time & Change in a Leadership Role	C5042L	Live	2/19/2019 9:00am-4:00pm	Full Day	White River Junction, VT	L. Blessing	1	\$295
Mascoma Bank, 243 Sykes Mountain Avenue, White River Junction, Vermont								
Manager's Toolbox Certificate	M5043SP	Self Paced	-	35 hours	-	Online	-	\$320
Managing Change	A5044SP	Self Paced	-	15 min	-	Online	-	\$55
Managing in a Modern Organization	M5045SP	Self Paced	-	5 hours	-	Online	5 PDU	\$79
Managing Performance	A5046SP	Self Paced	-	15 min	-	Online	-	\$55
Mentoring: An Opportunity	C5047L	Live	Call to Schedule	-	-	-	-	\$245
Professional Development for Supervisors I Certificate	H5048SP	Self Paced	-	-	-	Online	-	\$200
Professional Development for Supervisors II Certificate	H5049SP	Self Paced	-	-	-	Online	-	\$300
Sexual and Workplace Harassment for Managers	A5050SP	Self Paced	-	40 min	-	Online	-	\$95
Supervision	CA4310ILO	Instructor Led Online	1/14/2019	12 weeks	-	Online	3	\$645
Supervision	CA4310ILO	Instructor Led Online	2/4/2019	12 weeks	-	Online	3	\$645
Supervision	C4310WC	Webcourse	2/27/19 6:00pm-8:00pm	8 weeks	-	N. Hines	3	\$450
Supervision	CA4310ILO	Instructor Led Online	4/22/2019	12 weeks	-	Online	3	\$645
Supervision	CA4310ILO	Instructor Led Online	6/3/2019	12 weeks	-	Online	3	\$645
Supervision	CA4310ILO	Instructor Led Online	7/15/2019	12 weeks	-	Online	3	\$645
Supervision	C4310GL	Guided Learning	-	6 months	-	T. Perkins	3	\$450
Supervisor / Team Leader Certificate	A5051SP	Self Paced	-	-	-	Online	-	\$895
Teaching Adults for Supervisors: Motivate and Engaging Learners	T5052SP	Self Paced	-	2 hours	-	Online	-	\$295

Today's Supervisor—Maine Evening	C1121L	Live	2/26/2019 6:00pm-9:00pm	8 weeks	Machias, ME	W. Schors	1	\$770
Machias Savings Bank, 4 Center Street, Machias, Maine								
Today's Supervisor - Maine Day 1	C5053L1	Live	6/6/19 8:30am-4:00pm				1	
Today's Supervisor - Maine Day 2	C5053L2	Live	6/13/2019 8:30am-4:00pm	Full Day	Sanford, ME	L. Szelog	1	\$770
Today's Supervisor - Maine Day 3	C5053L3	Live	6/20/2019 8:30am-4:00pm				1	
Today's Supervisor - Maine Day 4	C5053L4	Live	6/27/2019 8:30am-4:00pm				1	
Sanford Institution for Savings, 900 Main Street, Use back door farthest to the right facing the building.								
Today's Supervisor - Maine Day 1	C5053L1	Live	4/23/2019 8:30am-4:00pm				1	
Today's Supervisor - Maine Day 2	C5053L2	Live	4/30/2019 8:30am-4:00pm	Full Day	Augusta, ME	L. Szelog	1	\$770
Today's Supervisor - Maine Day 3	C5053L3	Live	5/7/2019 8:30am-4:00pm				1	
Today's Supervisor - Maine Day 4	C5053L4	Live	5/14/2019 8:30am-4:00pm				1	
TBA, Augusta, Maine								
Today's Supervisor - NH Day 1	C5054L1	Live					1	
Today's Supervisor - NH Day 2	C5054L2	Live	Call to Schedule	Full Day	-	TBA	1	\$ 770
Today's Supervisor - NH Day 3	C5054L3	Live					1	
Today's Supervisor - NH Day 4	C5054L4	Live					1	
Today's Supervisor - Vermont Day 1	C5055L1	Live	2/28/2019				1	
Today's Supervisor - Vermont Day 2	C5055L2	Live	3/28/2019	Full Day	Montpelier, VT	A. DiCarlo	1	\$770
Today's Supervisor - Vermont Day 3	C5055L3	Live	4/25/2019				1	
Today's Supervisor - Vermont Day 4	C5055L4	Live	5/23/2019				1	
Comfort Inn and Suites at Maplewood, 213 Paine Turnpike N., Montpelier, VT								
Today's Supervisor—Virginia Day 1	C5052L1	Live	3/18/2019 8:30am-4:00pm				1	
Today's Supervisor—Virginia Day 1	C5052L2	Live	3/19/2019 8:30am-4:00pm	Full Day	Hampton, VA	N. Hines	1	\$770
Today's Supervisor—Virginia Day 1	C5052L3	Live	3/20/2019 8:30am-4:00pm				1	
Today's Supervisor—Virginia Day 1	C5052L4	Live	3/21/2019 8:30am-4:00pm				1	
Old Point National Bank, 101 East Queen Street, Hampton, Virginia								
Your Quest for Excellence	 C5060L	Live	4/9/2019 and 4/16/2019	Full Day	New Gloucester, Maine	L. Szelog	-	\$325