

Professional Skills and Special Topics  
Course Descriptions

# Courses: Professional Skills and Special Topics

Course	Course Code	Format	Date(s) / Time	Location	Instructor	Credits/ PDU	Cost
A Question of Workplace Attitude	C5001GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Balancing Home and Career	C5002GL	Guided Learning	-	-	T. Perkins	1/4	\$200
Certificate in Creativity & Innovation	M5003SP	Self-Paced	-	-	-	22 PDU	\$249
Certified Teller Exam	C5555L	Live	4/3/2019 9:00am–11:00am	Hermon, ME	T. Perkins	-	\$85 first
				Camden National Bank—2530 Route 2, Hermon, Maine. Parking: Back parking lot			
Certified Teller Exam	C5555L	Live	5/14/2019 9:00am–11:00am	Sanford, ME	A. Lederer	-	\$85 first \$60 retake
				Sanford Institution for Savings— 900 Main Street, Sanford, Maine. Parking: Back parking lot			
Certified Teller Exam	C5555L	Live	5/16/2019 9:00am–11:00am 1:00pm–3:00pm	New Gloucester, ME	T. Perkins	-	\$85 first \$60 retake
				Pineland Conference Center— 16 Pineland Drive, off Route 231, first building on left.			
Certified Teller Exam Review	C5000L	Live	3/21/2019 & 3/28/2019 6:00pm–8:00pm	Hermon, ME	B. Maguire	-	Free
				Camden National Bank—2530 Route 2, Hermon, Maine. Parking: Back parking lot			
Certified Teller Exam Review	C5000L	Live	4/30/2019 & 5/7/2019	Falmouth, ME	A. DiCarlo	-	Free
				Bath Savings Institution, 239 US Route One			
Certified Teller Exam Review	C5000WC	Webcourse	4/30/2019 & 5/7/2019 5:30pm–7:30pm	-	Z. Haines	-	Free
CTFA Exam Online Prep	A5004ILO	Instructor Led Online	2/19/2019	-	TBA	-	\$1,125
CTFA Exam Online Prep	A5004ILO	Instructor Led Online	8/5/2019	-	TBA	-	\$1,125
Dealing Effectively with Co-Workers	A5005L	Live	3/13/2019 & 3/20/2019 5:30pm–8:30pm	Morrisville, VT	TBA	1/4	\$245
				Union Bank—20 Lower Main Street			
Dealing Effectively with Co-Workers	A5005SP	Self-Paced	-	-	-	1/4	\$95
Dealing with Stress	C5007GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Developing as a Professional	C5008GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Emotional Intelligence Works	C5010GL	Guided Learning	-	-	A. Lederer	1/2	\$245
Essentials of Workplace Conduct	A5011SP	Self-Paced	-	-	-	-	\$95
Goals and Goal Setting	C5012GL	Guided Learning	-	-	T. Perkins	1/2	\$245
H.S.A. Basics	S5013L	Live	3/21/2019	Montpelier, VT	M. Cyr	1/4	\$295
				Comfort Inn and Suites at Maplewood, 213 Paine Turnpike N., Montpelier, Vermont			

H.S.A. University (Includes Exam for Certification)	S5013ILO	Instructor Led Online	2/28–3/28/2019 5/2–5/30/2019 7/11–8/8/2019 10/3–10/31/2019	-	TBA	1/2	\$899
Improving Productivity	A5014SP	Self-Paced	-	-	-	-	\$95
Introduction to IRAs	A5015SP	Self-Paced	-	-	-	-	\$95
IRA Basics	S5017L	Live	3/20/2019 8:30am–4:00pm	Montpelier, VT	M. Cyr	1/2	\$295
Comfort Inn and Suites at Maplewood, 213 Paine Turnpike N., Montpelier, VT							
IRA Advanced	S5016L	Live	3/13/2019 9:00am–2:30pm	Wells, ME	M. Cyr	1/2	\$295
York County Community College, 112 College Drive, Wells, Maine—2nd Floor Community Room Across from Library							
IRA Advanced	S5016L	Live	4/3/2019 9:00am–2:30pm	Hampton, NH	M. Cyr	1/2	\$295
Kennebunk Savings Bank—24 Winnacunnet Road, Hampton, New Hampshire Community Room							
IRA Essentials OnDemand	S5018SP	Self-Paced 30 Day Access	-	-	-	-	\$249
IRA University (Includes Exam for Certification)	S5019ILO	Instructor Led Online	2/27 - 4/3/2019 5/1–6/5/2019 7/10–8/4/2019 10/2–11/6/2019	-	TBA	1/2	\$1,199
Making Your Performance Review Work for You	 C5020L	Live	TBD	Augusta, ME	B. O'Brien	1/4	\$295
Managing Change	C5021GL	Guided Learning	-	-	T. Perkins	1/4	\$200
Managing Time At Work	A5022SP	Self-Paced	-	-	-	-	\$95
Managing Your Time	A5023GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Medallion Program and Signature Guarantee: An Overview of the Processes, Rules & Risks	C5024L	Live	Call to Schedule	-	A. Piombino	1/4	\$200
Notary Public Vermont Law Changes for all Notaries	C5025L	Live	2/12/2019 9:00am–Noon	Montpelier, VT	A. Piombino	1/4	\$200
Comfort Inn and Suites at Maplewood, 213 Paine Turnpike N., Montpelier, Vermont							
Notary Public Vermont Law Changes for all Notaries	C5025L	Live	TBA 9:00am–Noon	White River Junction, VT	A. Piombino	1/4	\$200
Mascoma Savings Bank, 243 Sykes Mountain Avenue, White River Junction, Vermont							
Notary Public Vermont Law Changes for all Notaries	C5025L	Live	TBA 9:00am–Noon	Colchester, VT	A. Piombino	1/4	\$200
TBA							
Notary Public Vermont Law Changes for all Notaries	C5025L	Live	TBA 9:00am–Noon	Bennington, VT	A. Piombino	1/4	\$200
TBA							
Online Communication Suite (Social Media)	A5026SP	Self Paced	-	-	-	-	\$55
Personal Branding	 M5027SP	Self Paced	-	-	-	-	\$49
Personal Creativity	 M5028SP	Self Paced	-	-	-	-	\$79
Personal Finance	 M5030SP	Self Paced	-	-	-	-	\$49
Presentation Skills Suite	A5030SP	Self Paced	-	-	-	-	\$95

Professional Development 1: Balancing Priorities	<b>NEW</b> H5031GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Professional Development 2: Creative Problem Solving	<b>NEW</b> H5032GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Professional Development 3: Developing Positive Relationships	<b>NEW</b> H5033GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Professional Development 4: Effective Listening Skills	<b>NEW</b> H5034GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Professional Development 5: How to Manage Your Emotions	<b>NEW</b> H5035GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Professional Development 6: Productive Work Habits	<b>NEW</b> H5036GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Professional Development 1 Certificate	H5037SP	Self Paced	-	-	-	-	\$200
Professional Development 1 Certificate Package	H5038BGL	Guided Learning	-	-	T. Perkins	-	\$200
Professional Development 2 Certificate	H5039SP	Self Paced	-	-	-	-	\$200
Sales Essentials 1: Understanding the Sales Cycle	H5040GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Sales Essentials 2: Prospecting and Territory Management	H5041GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Sales Essentials 3: Open the Sales Call	H5042GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Sales Essentials 4: What to Ask, How to Listen	H5043GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Sales Essentials 5: Presenting, Overcoming and Closing	H5044GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Sales Essentials 6: Developing Clients for Life	H5045GL	Guided Learning	-	-	T. Perkins	1/4	\$75
Sales Essentials Certificate	H5046SP	Self Paced	-	-	-	-	\$200
Sales Essentials Certificate Package	H5047BGL	Guided Learning	-	-	T. Perkins	1/2	\$325
Sales Experience Package	O5048SP	Self Paced	-	-	-	-	\$459
Sales Management	C5049GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Sales Planning Suite	A5050SP	Self Paced	-	-	-	-	\$55
Sales Training Basics	C5051GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Selling Fundamentals	CA5052ILO	Instructor Led Online	1/14/2019	-	TBA	3	\$575
Selling Fundamentals	CA5052ILO	Instructor Led Online	3/18/2019	-	TBA	3	\$575
Selling Fundamentals	CA5052ILO	Instructor Led Online	5/13/2019	-	TBA	3	\$575
Selling Fundamentals	CA5052ILO	Instructor Led Online	7/22/2019	-	TBA	3	\$575
Selling in a Social World (Bundle)	A5053BSP	Self Paced	-	-	-	-	\$129
Selling in a Social World: Engage Your Audience	A5054SP	Self Paced	-	-	-	-	\$49
Selling in a Social World: Extend Your Reach	A5055SP	Self Paced	-	-	-	-	\$89
Successful Sales Campaigns	A5056SP	Self Paced	-	-	-	-	\$95
Winning at Human Relations	C5057GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Working in Teams	C5058GL	Guided Learning	-	-	T. Perkins	1/2	\$245
Working Together	C5059GL	Guided Learning	-	-	T. Perkins	1/2	\$245