

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 \$60 retake |
| | | | | 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 5:30pm–7:30pm | 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 | \$200 |
| | | | | 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 8:30am–Noon | Montpelier, VT | M. Cyr | 1/4 | \$295 |
| | | | | Comfort Inn and Suites at Maplewood, 213 Paine Turnpike N., Montpelier, Vermont | | | |

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| 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 | 4/17/2019 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 | 4/16/2019 9:00am–Noon | Colchester, VT | A. Piombino | 1/4 | \$200 |
| | | | | TBA | | | |
| Notary Public Vermont Law Changes for all Notaries | C5025L | Live | 3/13/2019 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 |

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| Professional Development 1: Balancing Priorities |  H5031GL | Guided Learning | - | - | T. Perkins | 1/4 | \$75 |
| Professional Development 2: Creative Problem Solving |  H5032GL | Guided Learning | - | - | T. Perkins | 1/4 | \$75 |
| Professional Development 3: Developing Positive Relationships |  H5033GL | Guided Learning | - | - | T. Perkins | 1/4 | \$75 |
| Professional Development 4: Effective Listening Skills |  H5034GL | Guided Learning | - | - | T. Perkins | 1/4 | \$75 |
| Professional Development 5: How to Manage Your Emotions |  H5035GL | Guided Learning | - | - | T. Perkins | 1/4 | \$75 |
| Professional Development 6: Productive Work Habits |  H5036GL | Guided Learning | - | - | T. Perkins | 1/4 | \$75 |
| Professional Development 1 Certificate | H5037SP | Self Paced | - | - | - | 1.5 | \$200 |
| Professional Development 1 Certificate Package | H5038BGL | Guided Learning | - | - | T. Perkins | 1.5 | \$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 | \$245 |
| 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 | \$645 |
| Selling Fundamentals | CA5052ILO | Instructor Led Online | 3/18/2019 | - | TBA | 3 | \$645 |
| Selling Fundamentals | CA5052ILO | Instructor Led Online | 5/13/2019 | - | TBA | 3 | \$645 |
| Selling Fundamentals | CA5052ILO | Instructor Led Online | 7/22/2019 | - | TBA | 3 | \$645 |
| 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 |