



Instructor: Lee Ann Szelog

TODAY'S SUPERVISOR

Maine State Library,
230 State Street, Augusta, Maine



APRIL 23, APRIL 30, MAY 7, MAY 14, 2019

SESSIONS FROM 8:30 AM—4:00 PM

course description

Today's Supervisor provides relevant sessions that provide new supervisors with content to help them successfully navigate coaching, interviewing, legal issues, ethics, challenges, time management and maximizing employee performance.

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. Parking limited. Plan accordingly.

tuition

\$770 per participant for thirty hours of training, materials and exam. Lunch included. Principles of Banking required for Today's Supervisor Certificate.

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:

Detailed daily agenda located at cftea.org under Course Descriptions—Leadership, Management and Supervisory. Complete Principles of Banking to earn Today's Supervisor Certificate.

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