



Instructor: Lee Ann Szelog

## TODAY'S SUPERVISOR

Sanford Institution for Savings,  
900 Main Street, Sanford, Maine



**JUNE 6, JUNE 13, JUNE 20, JUNE 27, 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 Sanford location to interact with peers. Use back door farthest to the right facing the building from the back parking lot.

### 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](http://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](http://CFTEA.org)

Scan registration form to [info@cftea.org](mailto:info@cftea.org) or  
FAX to: 207.514.8260

Questions? Call 888.366.3242