

NAME: _____ Month/Day of Birth: ____/____

Organization: _____

Email address: _____ Tel# _____

Managers face new challenges in today's business world. The Certified Modern Manager covers new material from Harvard and M.I.T. educators that allow managers to provide a measurement of their knowledge and skill to enhance their career development as a step beyond the Certified Modern Supervisor. For additional information for new managers, see The Effective Manager's Toolbox.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		A Manager's Guide to Information Technology			●		
		A Manager's Guide to Superior Customer Service			●		
		A Manager's Guide to Time Management			●		
		Body Language for Leaders			●		
		Business Ethics in the 21st Century			●		
		Emotional Intelligence for Managers			●		
		Introduction to Negotiations			●		
		Leading and Managing Change			●		
		Managing a Modern Organization			●		
		Managing Remote Teams (free course)			●		
		Security Awareness			●		
		Certification Exam			●		

L= Live W=CFTEA Webcourse SP= Self-paced Online ILO = Instructor-Led Online GL = Guided Learning

PLEASE CONTACT THE CFTEA OFFICE FOR CONFIRMATION OF COMPLETION WHEN APPROACHING COMPLETION OF A CERTIFICATE OR DIPLOMA