

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

Organization: _____

Email address: _____ Tel# _____

Today's Supervisor program has been updated with new, relevant materials that speak to the needs of new supervisors in the current and future business world. The modules have been organized to better complement and build on each section during this interactive program. The final assessment is provided online and the grade is available upon completion. Four day program. Lunch and materials included. (\$1700 value for \$799).

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Everything DiSC Management Profile			●		
		Day One—Behavioral Interviewing	●		●		
		Day One—Ethics in the Workplace	●		●		
		Day Two—Diversity Awareness	●		●		
		Day Two—Coaching for Development	●		●		
		Day Three—Toughest Supervisor Challenges	●		●		
		Day Three—How to Handle Change and Upheaval	●		●		
		Day Four—Performance Management	●		●		
		Day Four—Delegating for Growth	●		●		
		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