

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

Organization: _____

Email address: _____ Tel# _____

Build your leadership, communication and other professional skills with this professional development certificate. Learn essential soft skills, how to work well with others and fundamental business skills to advance your career.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Balancing Priorities			●		●
		Creative Problem Solving			●		●
		Developing Positive Relationships			●		●
		Effective Listening Skills			●		●
		How to Manage Your Emotions			●		●
		Productive Work Habits			●		●

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