

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

Organization: _____

Email address: _____ Tel# _____

How can you make yourself indispensable within an organization? Continue your career development by covering critical education topics to enhance confidence and capability. These courses provide key soft skills necessary for success and advancement options within an organization.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Assertiveness			●		
		Ideas Into Action			●		
		Mental Models			●		
		Resilience			●		
		Taking Control of Conflict			●		
		Why We Struggle with Tough Decisions			●		

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