

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

Organization: _____

Email address: _____ Tel# _____

Building effective supervisory skills that continues to enhance your supervisory skills training and supports your organization starts with CFTEA’s Professional Development for Supervisors I Certificate. CFTEA offers you introductory and advanced supervisor development programs to help you develop and refine the skills you need to supervise people more effectively—and be ready for unexpected change.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Adapting Your Leadership Style			●		
		Coaching for Development			●		
		Developing Your Direct Reports			●		
		Diversity Awareness			●		
		Employee Engagement			●		
		Leading Others Through Change			●		
		Onboarding			●		

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