

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

Organization: _____

Email address: _____ Tel# _____

Continue your career development as a supervisor by covering critical education to enhance confidence and capability. Explore critical topics such as developing critical thinking skills, delegation, effective meetings and navigating difficult conversations – everything you need to supervise people effectively.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Assertiveness Skills			●		
		Behavioral Interview Skills			●		
		Business Etiquette for Supervisors			●		
		Critical Thinking Skills			●		
		Delegating for Growth			●		
		Fundamentals of Strategic Planning			●		
		Meetings			●		
		Navigating Difficult Conversations			●		
		Skillful Collaborations			●		
		Taking Control of Conflict			●		
		Team Excellence			●		
		The Art of Influencing Others			●		
		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