

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

Organization: _____

Email address: _____ Tel# _____

Do you want to build meaningful relationships that will enhance both you and your organizations' reputation? The Sales Essentials Certificate gives you the tools to build and create a successful view of the sales function to enhance daily customer interactions and career development.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Developing Clients for Life			●		●
		Opening the Sales Call			●		●
		Presenting, Overcoming and Closing			●		●
		Prospecting and Territory Management			●		●
		Understanding the Sales Cycle			●		●
		What to Ask, How to Listen			●		●

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