



Instructor: Wendy S.

BALANCING PRIORITIES

Machias Savings Bank, 4 Center Street, Machias, Maine

Course #: H1061LM

STARTING FEBRUARY 19, 2020 FOR TWO SESSIONS

6:00 PM—8:00 PM

course description

Everything on my project list is due yesterday; I just don't know where to start!"

How many times have you thought this same thing?

The demand for productivity is greater than ever before. Deadlines are tight, resources are limited, technology is complex, and often times employees have the added challenge of reporting to more than one manager. It's no surprise this pressure can lead to increased conflict and overwhelming feelings of confusion. That is, until you are equipped with the skills needed to manage your workload effectively.

Start with *Balancing Priorities: How to Successfully Manage Tasks, Deadlines, and Expectations*. This program shows individuals – step by step – how to ditch the time-wasters and improve performance through better goal setting, task delegation, organization, and the proper use of technology.

Looking for more details? [Visit our website](#) for a detailed course description.

how to enroll

Enroll online at our website, [CFTEA.org](#) under Business Skills.

how class works

Course sessions is taught in a live environment, allowing for shared experiences and best practices. Taught by an experienced banking leader!

tuition

\$245 per participant for two nights of training, and materials.

withdrawal policy

CFTEA withdrawal policy is outlined within our latest catalog and on our website. Before class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office.

Would you like to know more about new educational career paths?

Visit us at [cftea.org](#) and follow us on Facebook!

SPRING 2020 Registration and Offerings

Select courses to register

January 2020

- Residential Mortgage Lending Webcourse starts 1/4/2020
- Accounting (\$100 Off Sale) Webcourse starts 1/20/2020
- 40 Steps to Make Safe Deposit Boxes a Profit Center Webcourse 1/29/2020 (Special pricing discount)
- Commercial Lending Webcourse starts 1/30/2020

February 2020

- IRA Fundamentals—Machias, Maine 2/5/2020
- Medallion Signature Guarantee—Montpelier, Vermont 2/5/2020
- Notary Public Workshop—Montpelier, Vermont 2/5/2020
- Top 50 Important Safe Deposit Box Operating Procedures Webcourse –2/13/2020

March 2020

- Quality Service Webcourse starts 3/4/2020
- IRA Fundamentals—Montpelier, Vermont 3/10/2020
- IRA Advanced—Montpelier, Vermont 3/11/2020
- IRA Fundamentals—Augusta, Maine 3/11/2020
- IRA Fundamentals—Rutland, Vermont 3/11/2020
- HSA Fundamentals—Montpelier, Vermont 3/12/2020
- Top 25 Safe Deposit Compliance Issues Webcourse 3/17/2020
- Written Communication Webcourse starting 3/17/2020
- IRA Fundamentals—Rockport, Maine starting 3/18/2020
- Modern Supervisor—New Gloucester, Maine starting 3/24/2020
- IRA Fundamentals—New Gloucester, Maine 3/31/2020

April 2020

- Consumer Lending Webcourse starts 4/1/2020
- IRA Advanced—New Gloucester, Maine 4/1/2020

April 2020

- HSA Fundamentals—New Gloucester, Maine 4/2/2020
- Legal Foundations in Banking Webcourse starting 4/2/2020
- Modern Supervisor—Gilford, New Hampshire starts 4/9/2020
- Enhance Your Potential, Build Your Leadership Narrative Certificate—New Gloucester, Maine starts 4/16/2020
- 30 Steps to Audit a Safe Deposit Department Webcourse 4/22/2020
- Communicate with Confidence, Comfort and Conviction—New Gloucester, Maine 4/22/2020

May 2020

- Branch Manager Bootcamp—New Gloucester, Maine starts 5/6/2020
- Structuring Commercial Loan Packages—New Gloucester, Maine 5/20/2020

REGISTRATION - Scan to tammy@cftea.org

Name: _____

Organization: _____

Month of Birth: _____ Day of Birth: _____

Email: _____

Contact Phone: _____

Register for courses selected above or another course and code:

Approval Signature:
