



**SUMMER
SALE!**



VERBAL COMMUNICATION WEBCOURSE—Course #: C5465WC

Instructor: Andrew L.

Jumpstart your progress toward certificates and diplomas!

STARTING AUGUST 4, 2030 FOR 4 WEEKS

6:00 PM—8:00 PM

course description

This course provides information on the ever-changing process of communication. It covers basic communication, interpersonal communication, group communication and communicating with an audience.

Objectives:

- Learn how to build confidence in communication in both small and group settings.
- Identify how to build a meaningful and an impactful message.
- Recognize the non verbal codes that send silent messages to those you are communicating with.

how to enroll

Looking for more details? [Visit our website](#) for detailed course descriptions. Enroll online at our website, [CFTEA.org](#).

Gain a jumpstart on earning: [Advanced Financial Services Diploma](#), [Bank Operations Diploma](#), [Consumer Lending Diploma](#), [Credit Analyst Diploma](#), [General Banking Diploma](#), [Human Resource Diploma](#), [Residential Mortgage Lending Diploma](#), [Supervision Diploma](#) and [Universal Banker Diploma](#)

how class works

Course sessions run for 4 consecutive weeks by logging in at a computer, tablet or phone to Zoom. Microphone and video required. Students complete homework, assessments and mini-presentations to display a solid grasp of the material.

tuition

\$400 per participant for four weeks of training, assessments, materials and exam. [**\$50 off this accelerated course**].

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!

Fall 2020 Live & Webcourse Offerings and Registration

Select courses to register

On Demand

One price of \$295 per course and transcript credit for as many attendees that complete the two hour program within the six month access window. Attend one or both of these courses at a time and place that is convenient to your group across multiple organizational locations. See website for descriptions. Price includes access to presenter materials and supplementary handouts. These may be ordered at any time.

- Notary Public Overview
- Notary Public: More Than Just a Title

August 2020

- Verbal Communication Webcourse Accelerated 4 weeks starts 8/4/2020—6-8:30pm—Special Price \$399

September 2020

- Certified Modern Supervisor—New Gloucester, Maine for full days 9/15/2020, 9/22/2020, 9/29/2020 and 10/6/2020
- Principles of Banking—Machias Savings Bank, Machias, Maine for 8 weeks starting 9/16/2020 6-8:30pm
- Certified Modern Supervisor Webcourse starts 9/28/2020 for 8 weeks 6-8:30pm
- Enhance Your Potential, Build Your Leadership Narrative—New Gloucester, Maine –9/30/2020 & 10/7/2020—9am—Noon

October 2020

- Principles of Banking Webcourse starts 10/1/2020 6-8:30pm
- Communicate with Confidence, Comfort and Conviction—New Gloucester, Maine starts 10/1/2020 8:30am-4pm
- Banking Today Webcourse starts 10/6/2020 6-8:30pm
- Structuring Commercial Loan Packages 10/15/2020 8:30am-4pm

October 2020

- Business Telephone Skills—Machias Savings Bank, Machias, Maine for 2 nights starting 10/20/2020 6-8:30pm
- Handling Workplace Conflict Webcourse starts 10/21/20 for 2 nights 6-8:30pm

November 2020

- Working Effectively with Co-Workers Webcourse starts 11/3/2020 for 2 nights 6—8:30pm

December 2020

- Balancing Priorities—Machias Savings Bank, Machias, Maine for 2 nights starting 12/2/2020 6-8:30pm

Coming Spring 2021

- Legal Foundations in Banking Webcourse—TBA
- Quality Service Webcourse—TBA

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:
