

CFTEA



Center for Financial Training and Education Alliance

Trusted



Flexible



Experienced

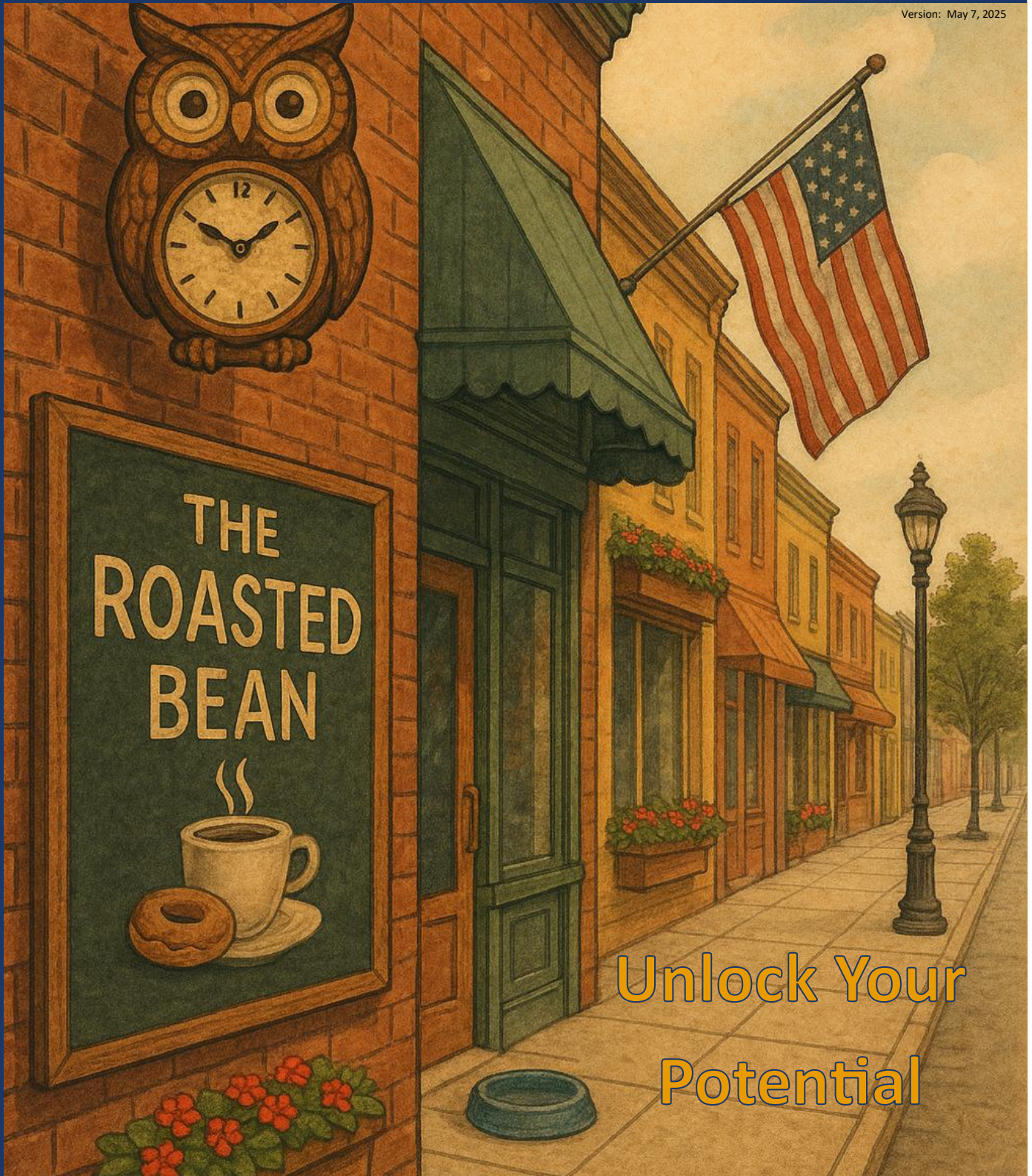


Innovative

cftea.org

Version: May 7, 2025

CFTEA Community Catalog



Unlock Your
Potential



Develop Career Paths through Certificates, Diplomas and Nationally Recognized Certifications

Continued education is key to attracting, retaining, and enhancing community businesses in a rapidly changing business world. As a non-profit that works with your local financial institution, affordable and relevant courses have been made available as a community partner.

Our roots began in 1926 and our catalog has expanded to include personal and professional development options open to all in the community. Strong organizations, like yours, are a cornerstone to a stable and thriving community.

While there are a number of training options available, as a non-profit we seek to provide affordable material with a board of directors that come from the community. These are local voices focused on inclusion, innovation, and flexibility. Budget dollars are precious to all businesses and our special relationship with your financial institution now allow you access to our business topics and further strengthen the power of community banks and credit unions to provide greater opportunity and access to critical business skills. How can CFTEA help you? Ask your financial institution or reach out to our office directly for more information.



Andrew Lederer
Executive Director
andrew@cftea.org
207.688.6226

CFTEA: Investing In Your Success

Mission

The Center for Financial Training and Education Alliance (CFTEA) strives to empower students to achieve their goals, support organizations to realize success and strengthen communities to create positive change by delivering specialized, relevant, and affordable educational programs.

Vision

CFTEA envisions a world of opportunities for our communities by supporting a vibrant group of professionals that provide relevant and attainable educational options that foster life-long learning in an ever-changing world.

Connect With CFTEA

CFTEA Office:
PO Box 365
Springvale, ME 04083
info@cftea.org | 888-366-3242



Tammy Perkins
Learning Engagement
Specialist
Tammy@cftea.org

TABLE OF CONTENTS

About CFTEA	4
Why Choose CFTEA?	4
Certificate, Diploma and Certificate Programs	5
CFTEA Customization	5
Certificates, Certifications, Diplomas, & Special Programs/Bundles	6
Certifications	7
Educational Career Paths	8
HR Hot Topics	9-10
Learning Formats	11
Certificates for Small Business	12-14
CFTEA Short Professional Development Certificates and Courses	15-16
<hr/>	
Policies	17-20
Enroll Online	21



Explore the Value of CFTEA

Organizations have options where they get training and spend education funds. As a community non-profit, CFTEA, has been filling a unique role for 100 years by providing tangible benefits for quality education, affordable options, and collaboration for professional development. Ask us how this can be accomplished for you.

①

Budgetary Savings Compared to Other Training Options

Price is usually a starting point. CFTEA provides its entire training library at substantially reduced prices to better support community businesses.

②

Impartial Personalized Support

CFTEA is your advocate and provides guidance that is best for YOU. Instead of focusing on the sale, CFTEA provides the unique support your organization needs.

③

Educational Content

CFTEA does not provide canned content. Your feedback is openly accepted and used to regularly update content so it is relevant and engaging through a variety of delivery options.

④

Community Resource Focus

As a non-profit organization, CFTEA actively works in the community to train qualified applicants and upskill employees. The result? Quality employees that want to grow with your organization.

⑤

A Voice for Now and the Future

For 100 years, CFTEA has been giving a voice to our community. Organizations working with CFTEA gain a voice in course direction, updates, certificates, career paths, and more!



Certificate, Diploma and Certification Programs

The Center for Financial Training and Education Alliance (CFTEA) offers industry and nationally recognized certificates, diplomas, and certifications designed to help professionals advance by mastering specific competencies. Our programs focus on building a strong foundation while equipping employees with job-focused tools and knowledge that immediately enhance their effectiveness. Participants walk away with specialized skills that strengthen their experience and boost their confidence, allowing them to make meaningful contributions to both their careers and their organizations.

Through partnerships with leaders in learning and development, along with our collaboration with St. Joseph’s College, CFTEA brings together the best educational resources to create high-quality learning experiences. This unique approach provides organizations and professionals with clear pathways toward career growth, national recognition, and achievement through certificates, diplomas, and certification programs that are built to support long-term success.

The CFTEA Custom Experience

What matters most to your organization? For many, especially those working with limited training budgets, finding the right learning and development opportunities is critical to empowering and advancing their teams. At CFTEA, every course, certificate, diploma, and certification can be customized to align with your internal training, creating a truly unique experience that reflects your organization’s specific needs and goals.

You can choose from our extensive library of existing courses or work with us to tailor content that fits your organization’s approach and culture. With CFTEA, learning isn’t one-size-fits-all—it’s built to move your team forward.



Certificates, Certifications and Bundles

Accounting Certificate
Administrative Assistant Certificate
Agile Project Management Certificate
Agile Project Management Certificate (ACE CREDIT)

Bookkeeper Certificate
Boost Your Confidence Bundle
Building Financial Literacy Bundle

Call Center / Customer Care Certificate
Career Planning Bundle
Certified Artificial Intelligence Practitioner (CAIP)
Creating a High Performing Team Bundle
Creativity and Innovation Certificate
Cybersecurity Certificate

Data Analytics Certificate
Digital Marketing Certificate
Digital Marketing Certificate (ACE CREDIT)

Emergency Management Certificate
Entrepreneurship Certificate
Entrepreneurship Certificate (ACE CREDIT)

Essential Selling Skills Bundle
Essentials of Success Certificate
Evolving as a Professional Certificate

Finance Essentials for Managers Certificate

General Business Certificate
Growing as a Team Leader / Supervisor Bundle

HR Ethics Series Bundle
HRCI Pro: Workplace Wellness Bundle
Human Resource Ethics Series
Human Resource Management Certificate
Human Resource Management Certificate (ACE CREDIT)

Introduction to Leadership Certificate
Introduction to Leadership Certificate (ACE CREDIT)
Interpersonal Skills Bundle
Introduction to Business Analysis Certificate

Leadership for Women in Business Certificate
Leadership for Women in Business Certificate (ACE CREDIT)
Management Skills Certificate (ACE CREDIT)
Managing the Hybrid Workforce Bundle
Modern Supervisor Certificate
Modern Manager Certificate
Modern Workforce Mindset Bundle

Non-Profit Management Certificate
Non-Profit Management Certificate (ACE CREDIT)

Online Learning Certificate
Optimizing Remote Work Bundle
Organizational Behavior Certificate

Professional Speaking Certificate
Professional Team Leader / Supervisor Certificate
Professional Writing Certificate
Project Management Certificate (ACE CREDIT)
Project Management for Teams Certificate
Project Management Team Leadership Certificate

Sales Essentials Certificate
Skills for the Best Tomorrow Bundle
Small Business Management Certificate
Small Business Management Certificate (ACE CREDIT)
Succeeding as a Team Leader / Supervisor Bundle

The Effective Manager's Toolbox
Today's Essential Workforce Skills Bundle
Unlocking Your Potential as a Professional Bundle
Upping Your Professional Game Bundle

Certificates

Why Certifications Are Important?

Certificate programs go beyond training by providing a nationally recognized measurement of knowledge and skills. Certificates allow professionals to stay up to date, earn more money, provide professional growth and the ability to stay ahead of the pack in the professional world.

CFTEA meets the need for recognized certificates with the following offerings that are ideal for educational career paths within an organization.

- Modern Supervisor Certificate

The **Today's Supervisor** program has been updated with new, relevant materials that speak to the needs of new supervisors in the current and future business world. The modules have been organized to better compliment and build on each section during this interactive program.

- Modern Manager Certificate

The next step after Modern Supervisor Certificate. Based on manager feedback, today's business environment requires managing unique challenges and opportunities. According to *New Horizons*, 85% of organizations do not think their supply of managers are strong enough to fill vital roles. This certificate has been designed to enhance current supervisors through highly engaging and cost-effective educations designed from educators of Harvard and M.I.T.



Customize your certificates with CFTEA

Does your organization need a change to a certificate? Contact us and let us help you make certificates fully meaningful to your organization, employees and management.

Most programs modules can be adjusted to meet the goals, budgets as well as the unique needs of your culture. Ask us how we can help you succeed.

More than just another training vendor!

Educational Career Paths

Employees are more engaged with an organization that supports education. They are highly motivated about their future when they have a clear understanding of themselves and how their career could develop. Supporting employees in making well-informed choices about industry topics can lead them to have a more optimistic outlook on life, sense of purpose and greater level of contribution that they make to their organization and community. There are economic and social benefits when employees are supported to make effective and educated transitions within their careers.

- Are you a long time employee looking for a place to start your education?
- Are you new to your financial institution or organization? Looking for additional options?

Contact the CFTEA office to discuss additional educational career paths.

Educational career paths are suggestions to support employees and managers in development opportunities focused in their field. Click on any of the interactive career paths below for guidance with direct links to job-specific certificates, certifications and diplomas.

Our website includes interactive educational career paths in the following areas:

- Accounting
- Administrative Assistant
- Business
- Career Development
- Data Analytics
- Entrepreneurship
- Facilities
- Human Resources
- Information Technology
- Learning and Development
- Marketing
- Non-Profit Management
- Personal Enrichment
- Small Business Management

What Is Your Next Step?

Don't see a CFTEA Award that meets the needs of your organization? Reach out to the CFTEA office and let us help you create a personalized option that incorporates internal and CFTEA courses. Leverage the power of your unique organization! Ask us!

During the changing workplace, those tasked with HR duties benefit by gaining insights into the latest business trends impacting community organizations. Tap into experts at an easy to accept price point.

Buzzworthy Benefits (\$45)

Employers are looking for ways to attract and retain top employees. Employees are seeking working conditions that reflect their needs and wants. By offering the right employee benefits, both employers and employees can reach their goals. In this course, you will learn about increasingly popular employee benefits, including paid leave for new parents, student loan assistance programs, and employer-sponsored volunteerism policies.

Diversity and Inclusion in the Workplace (\$45)

While diversity and inclusion are popular topics in the media and for many progressive organizations, the concepts of diversity and inclusion can be slippery and elusive. What are diversity and inclusion? How are they related to each other? How do you know if your organization is diverse and practices inclusivity? What diversity and inclusion initiatives produce measurable results? In this course, you will examine the concepts of diversity and inclusion and will gain the tools necessary to support an inclusive workplace.

Employee Classification (\$45)

Successful businesses and organizations rely on workers to perform daily tasks and to keep things running smoothly. Regardless of size, mission, or product, all organizations must determine which roles and responsibilities are necessary to meet business needs. Human resources professionals play a key role in helping organizations assess the number of workers needed, the duties and responsibilities associated with specific roles, and whether or not to hire employees or independent contractors to perform specific tasks. This course provides HR professionals with an overview of different employee classification types, important regulations related to employee classification, and action steps for maintaining compliance.

Exit Interviews (\$59)

Exit interviews are a powerful tool for organizations to reduce harmful turnover and strengthen their operations, but many organizations fail to use them to their fullest potential. The solution lies in training interviewers to ask the right questions and leaders to recognize the value of exit interview data.

Flexible Work Arrangements (\$45)

We live in a time where “alternative” work arrangements are becoming more and more the norm. Especially in the wake of the COVID-19 pandemic, companies are exploring new ways of working and are seeing the benefits of greater adaptability as circumstances continue to change and evolve. Both employers and employees can benefit from flexible work arrangements, but offering greater flexibility is not without risk. In this course, you will explore flexible work arrangements, including remote work, flextime, job sharing, compressed workweeks, contracting, gig work, and permanent part-time positions. You will also learn how these flexible work arrangements affect both the business objectives of an organization and the work-life balance of employees.

Handling Workplace Violence (\$45)

Conflict is inevitable in every workplace environment but can typically be resolved with strong leadership and interpersonal communication skills. However, there are times when conflict escalates to a level that puts a worker’s well-being or safety at risk. Such dangerous conflict can have devastating effects on an organization, dissolving its focus and resources and even causing it to shut down operations completely. This course will explore the causes and signs of violence in the workplace and will provide tips on how to diffuse dangerous behavior and restore a positive, safe workplace environment.

Hiring and Retaining Diverse Talent (\$105)

Increasing workplace diversity necessitates strategies that foster more inclusive and equitable workplace practices. In this course, you will learn how leaders who want tangible, measurable results from diversity and inclusion initiatives must take an active role in supporting and implementing these strategies. You will explore how to use talent management systems and performance metrics to create a diverse workplace. This course illustrates that providing equal opportunities for continued engagement, including flexible work arrangements, mentorship programs, and employee benefits, is paramount for an organization's diversity and inclusion efforts to succeed.

Marijuana and the Workplace (\$45)

Medical marijuana is legal in more than half the states and the District of Columbia (D.C.), and the recreational use of marijuana is legal in many. Yet, federal law still identifies marijuana as an illegal drug. In this course, you will learn about the importance of creating and communicating clear workplace policies that address employee drug use. You will also learn to identify signs that an employee might be impaired and how to address those concerns when they come up. You will have the opportunity to explore the legal status of marijuana in your state.

Pay Equity (\$45)

The Equal Pay Act was passed in 1963, yet a 2020 report by hired.com found that 63 percent of men receive higher salaries than women performing the same job. In this course, you will explore the importance of developing workplace policies that address unfair gaps in employee pay. You will learn about tools that can help inform those policies—like survey and pay audits—and best practices for their implementation. This course presents federal and state legislation on pay equity, and it provides an opportunity for you to explore your state's laws and how they impact your workplace.

Promoting Employee Well-Being (\$45)

Promoting employee well-being is essential for a healthy organization. While this may seem obvious, it can easily be overlooked in an effort to meet other organizational goals. In this course, you will learn what it means to develop a working environment that prioritizes employee health, happiness, and comfort. You will explore various techniques for creating a positive workplace culture and identify common stressors that may threaten employee well-being. You will also learn about the effects employee well-being has on a company's financial success and productivity.

Recruiting Multi-Generational Employees (\$45)

Recruiting multi-generational employees is crucial in a world where more individuals are putting off retirement and making later-in-life career changes. While the benefits of a multi-generational workforce may seem obvious, they can easily be overlooked in an effort to meet other organizational goals. In this course, you will learn the differences between current generations that are working together. You will explore various considerations for attracting, recruiting, and retaining an age-diverse workforce. You will also learn how age-diversity can influence a company's success, innovation, and productivity.

The Future of Work (\$45)

What will the future workspace look like? What are the "typical jobs" of tomorrow? How many hours a week will employees work? How will culture and technology affect the future of work? The answers to these questions are based on events, innovation, employer motivation, and the needs, preferences, and composition of the workforce. This course explores the future of work in the context of COVID-19, automation, artificial intelligence (AI), business sustainability, multi-generational workforces, different business models, increasing demand for flexible work arrangements, an evolving organizational culture, and a need for expanded accessibility.

Business Telephone Skills (\$99)

To attract and retain customers in a highly competitive environment, it is important to meet their needs and make them feel valued. That job is typically the responsibility of customer service representatives, who may be the only direct contact customers ever have with an organization. This program will give you the techniques you need to deliver exceptional service over the phone so that you are better equipped to appropriately address customers' concerns and ultimately preserve their loyalty to your company.

Calming Upset Customers (\$179)

When a customer is upset with your organization, you are presented with the ultimate opportunity. You can "become the company," defuse the situation, win the customer over, and ensure continued business. There is no single technique for every customer, but the collection of skills outlined in this course will work in any industry.

Contributing to a Respectful Workplace (\$99)

A recent study of more than 17,000 employees from more than 80 countries revealed that respect for colleagues is key in creating a positive work atmosphere. We all want to feel respected. A respectful work environment motivates us to do our best work, encourages us to support others, and not only produces positive results for the organization but also allows its employees to have job satisfaction.

Handling Workplace Conflict (\$99)

Taking Control of Conflict: How to Resolve and Minimize Workplace Disputes introduces the different types of conflict, shows individuals how to communicate clearly and tactfully, explores appropriate resolution strategies, and establishes a common-sense approach for preventing unnecessary conflict.

How To Make Yourself a Valued Professional (\$99)

How to Make Yourself a Valued Professional is a comprehensive course designed to make you an invaluable employee. It teaches you the skills you need to adapt to—and even embrace—situational changes at work. You'll learn how to thrive under pressure and expand your career opportunities by taking initiative, effectively resolving problems, sharing your knowledge, and being an overall positive influence in the workplace.

Listening with Intent: Mastering the Skills of Active Listening (\$99)

This program teaches you how to master the skills of active listening so that you can produce important benefits for your team and your organization like minimizing misunderstandings, encouraging open communication, and increasing cooperation and collaborative problem-solving.

Staying Focused: Handling Change and Uncertainty in the Workplace (\$99)

In this course, you will learn how to handle change in a positive way so that you can make the most of the opportunities it may offer. You'll discover how a positive response to change and uncertainty will make you a more valuable employee, increase your skills and self-confidence, reduce your stress level, and help you advance your career.

Instructor Led Online

Subject matter expert instructors guide learning outcomes and support. The instructor is available to answer questions and provide feedback on your assignments. Each week you will receive an assignment over the Internet. The assignments may include reading a chapter in your text, completing an assignment to post on the discussion board, taking a self-check test, or collaborating with other students using discussion boards and email.

Guided Learning

If you find attending live classes difficult with your busy schedule and family obligations, and online training is not your preference, Guided Learning is a powerful option. For each Guided Learning class you will be required to study on your own; however, you will have an instructor available to assist with material. Upon registering for a Guided Learning class you will receive the class material within two weeks including an introduction letter, a syllabus and instructions for working through and completing your chosen class.

Live and In-House

Live and In-House training options provide face-to-face access to the instructor as well as fellow learners. Instructors are subject matter experts that support a format that allows for active discussion and material exploration related to challenges in today's ever-changing business world. Students attend in-person at a specified location, time and while connecting with fellow learners in their field. Sessions are held at various locations throughout Maine, New Hampshire, Vermont and Virginia!

On Demand

On Demand training allows you to control and schedule your course at a time that is convenient to you. Courses start the beginning of every month, have access to virtual office hours with an instructor, contain expert video content and the latest engagement tools to keep your learning active and fun. The demands of daily life and a career require flexible choices that complement professional development and educational career paths. On Demand is a new and exciting choice for students in today's busy world.

Self-Paced eLearning

Self-Paced eLearning topics that provide high flexibility for busy students while balancing a high quality experience. These programs include a mixture of instruction, case studies, assessments, exercises, videos, engaged learning structures and job aids. The topics covered are relevant in an ever-changing business environment. Self-Paced eLearning content is delivered in partnership with ABA, Ascensus, HRDQ, MindEdge and OnCourse. All our partners have earned national recognition, customer loyalty and an unmatched reputation for engagement and results in the learning and development field.

Seminars

Various seminars are conducted throughout Maine, New Hampshire, Vermont and Virginia. Seminars allow for live, small group discussions on focused topics in business and professional development. Instructors are subject matter experts and provide key insights into professional growth in highly specialized topics.

Virtual Classes

Virtual Classroom options combine the personal interaction of a live class with the convenience of attending a class anywhere you have an Internet and phone connection. With a set date and time, students interact by preparing homework assignments for classroom discussion and reviewing instructor materials discussed with the class. Through engaged learning, students participate in "classroom" discussions and ask instructor questions. Finish the class in fewer sessions earning the same credits as comparable Live class options.

Webinars

CFTEA's partnership with Total Training Solutions allows access to a large variety of training programs and subject matter experts for financial institutions of all sizes in the area of compliance, IRAs, teller skills, credit analysts, security and operations. This type of training program combines the clarity of a conference call with the interactions and visual presentation online. With a speakerphone and projector, an entire room of attendees can participate at the same low cost. If an internet connection is not available, students may participate by listening to the program over the telephone and following along with written materials.

Unable to attend at the scheduled time? Programs are available for playback at a time that convenient for organizations and their em-

CFTEA powered by MindEdge

Accredited Courses & Certificates

Created by Harvard & M.I.T. Educators

Serving over a million students and improving the way students learn



[Certificate in Professional Writing Skills—Course # M5155SP 23 Hrs \\$399](#)

Bundle Discount Includes Courses: Communicate Collaboratively, Effective Business Writing, Effective E-Mails, Memos and Letters, Effective Presentations, Effective Public Speaking.

Communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this certificate program will help you create presentations and workplace documents that inform and persuade.



[Certificate in Creativity and Innovation—Course # M5003SP 22 Hrs \\$269](#)

Bundle Discount Includes Courses: Creativity in Teams and Organizations, Innovation in Teams & Organizations, Introduction to Critical Thinking, Personal Creativity.

Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals. This certificate program will give a set of tools that allow you to leverage your creativity to identify and solve organizational problems and asks how you might look at a problem from a different angle to produce a more creative result.



[Starting Your Own Non-Profit—Course # M1201SP 4 Hrs \\$105](#)

This course is a how-to guide for anyone who's got a great idea about how to give back to the community—but doesn't know how to turn that idea into a reality. The course begins by considering a fundamental question: Is starting a nonprofit the best way to achieve your philanthropic goals? For those who answer "Yes," the course then discusses the key steps in getting a nonprofit off the ground, including incorporating your organization; applying for tax-exempt status; drafting a business plan; choosing a board of directors and writing bylaws for the organization; recruiting employees and managing volunteers; and addressing the crucial issue of fundraising. Rich with videos and interactive content, this course provides a detailed and highly practical introduction to the fast-growing world of nonprofits.



[Certificate in Entrepreneurship—Course # M1359SP 25 Hrs \\$619](#)

Bundle Discount Includes Courses: Accounting and Finance for Entrepreneurs, Business Law for Entrepreneurs, Introduction to Entrepreneurship, Leadership and Management for Entrepreneurs, Strategic Marketing for Entrepreneurs.

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and

CFTEA powered by MindEdge

Accredited Courses & Certificates

Created by Harvard & M.I.T. Educators

Serving over a million students and improving the way students learn



[Certificate in Digital Marketing—Course # M1030SP 30 Hrs \\$589](#)

Bundle Discount Includes Courses: Content Marketing, Conversion Rate Optimization, Digital Marketing Strategy, Marketing Automation, Mobile Marketing, Paid Search (PPC), Search Engine Optimization, Social Media Marketing, Web Analytics.

This certificate in digital marketing is aligned with the Online Marketing Certified Professional (OMCP) standards to ensure that it is comprehensive and relevant. Courses in this certificate cover the strategic issues, marketing methods and tactics, industry terminology, and best practices. Each of the nine courses offer examples, videos from industry-leading practitioners, interactive games, and review questions to ensure mastery of the material.

[Certificate in Finance Essentials—Course # M5061SP 19 Hrs \\$399](#)



Bundle Discount Includes Courses: Financial Planning and Control, How to Read a Financial Statement, Introduction to Business Statistics, Introduction to Finance, Time Value of Money and Risk, Understanding and Managing Budgets.

This program introduces non-financial managers to the essentials of finance and will help you become conversant in critical financial terminology while learning how to calculate key financial management indicators. Assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow, and you will discover how finance and accounting tools can be used to support a manager's informed decision making within organizations.

[Certificate in Human Resource Management—Course # M1200SP 21 Hrs \\$429](#)



Bundle Discount Includes Courses: Compensation and Benefits, Data and Human Resource Management, Employee Selection, Equal Employment Opportunity, Introduction to Human Resource Management, Performance Management, Talent Management and Career Development.

An effective human resource management strategy is a valuable asset to any company. This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. What does an employer need to know about anti-discrimination regulations? What are the key aspects of pay policies? How can employers avoid the traps of the employee selection process?

[Certificate in Introduction to Leadership—Course # M5013SP 18 Hrs \\$249](#)



Bundle Discount Includes Courses: Introduction to Leadership, Leaders and Work-Life Balance, Leading Teams, Leading and Managing Change.

What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, the courses in this suite offer advice on leadership that can help you stand out as a leader among your peers.

CFTEA powered by MindEdge

Accredited Courses & Certificates

Created by Harvard & M.I.T. Educators

Serving over a million students and improving the way students learn



[Certificate in Non-Profit Management—Course # M1130SP 44 Hrs \\$739](#)

Bundle Discount Includes Courses: Budgeting in a Nonprofit Organization, Capital Campaigns, Fundraising for Nonprofit Organizations, How to Read a Nonprofit Financial Statement, Introduction to Grant Writing, Introduction to Nonprofit Management, Leadership in a Nonprofit Organization, Nonprofit Board and Volunteer Development, Principles of Marketing for Nonprofit Organizations, Social Media for Nonprofits, Strategy for Nonprofit Organizations. [See also, How to Start Your Own Non-Profit]

This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction are all addressed, and video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations.



[Certificate in Cybersecurity—Course # M9015SP 40 Hrs \\$529](#)

Bundle Discount Includes Courses: Asset Security, Communication and Network Security, Identity and Access Management, Security and Risk Management, Security Assessment and Testing, Security Engineering, Security Operations, Software Development Security. [See also, [Real-World Cloud Cybersecurity Scenarios](#) and [Real-World Cybersecurity Scenarios](#)]

Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever.



[Certificate in Data Analytics—Course # M1131SP 30 Hrs \\$429](#)

Bundle Discount Includes Courses: Data Analysis for Improving Organizational Performance, Data Analysis in the Real World, Introduction to Data Analysis, Statistical Process Control, Statistics as a Managerial Tool, Tools of Data Analysis.

This certificate in data analytics provides an overview of topics in statistics and their applications in a variety of fields. This certificate will present the basics of quantitative analysis and its increasing use in today's professional landscape. Learners are exposed to quantitative decision-making tools and techniques, which tie into real-world case studies.

Self Paced Professional Courses

Courses are \$99 self paced or on-site live options are available

- A Step-by-Step Guide to Repairing Your Credit (Free)
- Adapting Your Leadership Style
- Assertiveness Skills
- Balancing Priorities
- Behavioral Interviewing
- Business Telephone Skills
- Challenging Negative Attitudes
- Coaching for Development
- Contributing to a Respectful Workplace
- Creating Chemistry in Teams
- Creative Problem Solving
- Critical Thinking Skills
- Cultural Competency
- Dealing with Distractions
- Delegating for Growth
- Developing Positive Work Relationships
- Developing Your Direct Reports
- Emotional Intelligence
- Employee Engagement
- Essentials of Workplace Conduct
- Ethics in the Workplace
- Fundamentals of Strategic Planning
- Handling Workplace Conflict
- Handling Challenging Behaviors
- How To Make Yourself a Valued Professional
- Key to Successful Mentoring
- Leadership Fundamentals
- Leading Others Through Change
- Learning to Manage
- Listening with Intent
- Managing Remote Employees
- Managing the Work of Your Direct Reports
- Managing Up
- Meetings That Work
- Meeting Minutes That Matter
- Motivating Employees to Be Their Best
- Navigating Difficult Conversations
- Onboarding New Employees
- Ongoing Performance Development
- Organizational Trust
- Productive Work Habits
- Purposeful Relationship Building: Keeping Customers Engaged
- Reach Your Goals
- Resilience in Challenging Times
- Servant Leadership
- Solid Business Writing
- Staying Focused: Handling Change & Upheaval in the Workplace
- Steps to a Powerful Personal Brand
- Supervisor Communication Skills
- Taking Initiative
- Talk Like a Leader
- Team Excellence
- Top 10 Financial Habits That Matter Most
- Toughest Supervisor Challenges
- Understanding Generational Differences
- Upping Your Professional Game
- Why We Struggle with Tough Decisions
- Working Effectively with Co-Workers

CFTEA



Center for Financial Training
& Education Alliance

Unlock your potential.

Search courses online and
easily sign up.

ENROLL NOW!

Registration Form

Learner Form ID Card Renewal Registration

Personal Information

Full Last Name: _____
Full First Name: _____
Date of Birth: / / Gender: M F

Nationality: _____

Identification Information

Driver License?	Yes	No
Learner permit?	Yes	No
Non-driver ID Card?	Yes	No

This is not a valid public course. You must be at least 18 years old, have a valid driver's license or learner's permit, and must not be under the influence of any alcohol or drugs. You will get a certificate upon successful completion of the course. All course fees are non-refundable. Please read the terms and conditions of the course before enrolling.

Course Details **Course Period** **Course Details** **Course Period**

Course Name: _____ Course Period: _____ Course Details: _____ Course Period: _____

Date of Expiration: _____ Type of License: _____ Out of State License: No

Course Details

Phone Number: _____