

# ABA Team Leader Certificate

**Total  
Certificate Price\***  
**\$595**

## Training You Can Depend On!

How well your staff is trained impacts your bank's performance. That's why so many banks turn to ABA, the leader in bank training. Courses are available whenever and wherever your staff needs them.

ABA certificates and diplomas have long been recognized industry-wide.

Either as stand-alone courses to meet immediate needs, or as important initial steps along a financial services career path, ABA offerings enhance the skills of your staff and your organization's position in the marketplace.

For more information on ABA diploma programs, contact the MBA's Member Services at 410-269-5977.

The **ABA Team Leader Certificate** is designed to help individuals develop the necessary skills to effectively lead and manage teams. The courses in the program have been developed for bankers, and are presented in the context of banking. The program is appropriate for bankers who have direct supervisory responsibility for team members and for bankers who collaborate with others in the bank on occasion to meet common objectives and achieve specific results.

To build a successful team one must have the knowledge and skills to foster trust, leverage personal strengths of team members, manage opportunities, and set meaningful goals and expectations. Successful team leaders focus on both team purpose and individual tasks, promote shared responsibility for results, identify appropriate methods for rewards and recognition, and communicate effectively with team members and stakeholders. They also coach team members and help manage the change process.

## Required Courses

Students must successfully complete the following courses.

Course	Recommended Delivery Method	Current Price*
Banking Today *	Self-paced Online	\$95
Coaching for Success	Self-paced Online	\$95
Dealing Effectively with Co-Workers	Self-paced Online	\$95
Effective Written Communications	Self-paced Online	\$95
Ethical Issues for Bankers	Self-paced Online	\$95
Managing Change	Self-paced Online	\$95
Meetings that Work	Self-paced Online	\$95
Presentation Skills	Self-paced Online	\$95
Rewards and Recognition	Self-paced Online	\$95

The estimated time to complete these 9 courses is approximately 15 hours. Students have access to the curriculum for 1 year from date of purchase.

\*ABA Principles of Banking may be substituted

\*\*Prices are subject to change. Prices reflected in this flyer are effective as of 9/1/16 and apply to MBA Members only. The total certificate price for non-members is \$795.



## **Delivery Methods**

A variety of delivery methods are available, however the current recommended methods are listed. The availability depends on the specific course.

**Instructor-Led Online**—These traditional online courses offer flexibility, but give you the support of an instructor and student network. Students complete assignments within a set timeframe.

**Self-paced Online**—These short and fast courses are easily completed in as little as a few hours, using self-check quizzes.

**Classroom**—Courses are occasionally offered through local Community Colleges or through in-bank training.

## **FAQ**

*How do I register for the courses?*

Students may register online through the Maryland Bankers website at [www.mdbankers.com](http://www.mdbankers.com), faxing a registration form or by emailing [mdbankers@mdbankers.com](mailto:mdbankers@mdbankers.com).

*How long does it take to complete this diploma?*

It's up to you and depends on how often the classes are offered. Typically, the diploma can be completed in less than one year.

*How many classes can I take at one time?*

Also, up to you. To balance with work, family and study, we recommend that students take no more than two instructor-led online courses at one time.

*Are any of the courses reciprocal for college credit?*

Yes, 12 of the ABA Instructor-led online courses have been recommended for college credit. Alternatively, any of your previous college coursework is eligible for review toward ABA diplomas.

*Other questions?*

Contact the MBA's Member Services, at (410) 269-5977 or by email at [mdbankers@mdbankers.com](mailto:mdbankers@mdbankers.com).

