



## **Do you know how your carefully budgeted training dollars are being spent?**

Financial institutions face the challenge each year of how to spend their training budget in a way that will not only benefit their employees, but the overall goals of the bank or credit union. Managers are busy with day-to-day tasks and find it difficult to spend time directing their employees' development. Many times employees take classes that don't have any relevance to their current or desired position.

How can managers easily assist their employees in making choices that will not only benefit the employee, but the financial institution as well?

Simple, let CFT assist you in designing an Employee Development Plan (EDP).

# What is an Employee Development Plan?

An EDP does the following:

- Defines key competencies for each financial institution position and assigns course designations (CFT courses or internal/external training programs) to help employees in those positions gain the skills needed to be successful.
- Gives employees that are seeking promotion a clear direction.
- Helps managers coach their employees and provide them with direction.

# Who does an Employee Development Plan benefit?

- Employees – no more guessing which classes they should take to improve their skills.
- Managers – Career discussions are now easy and employees are receiving consistent information. Vacant positions may be filled sooner with skilled employees.
- Bank or Credit Union – Training money is now being spent with bank goals in mind.

# How Can CFT Help?

- Let us assist you in designing your Employee Development Plan
- CFT Management will work closely with you to break down your positions and define the key competencies.
- Together, we will design certificates and diplomas (that incorporate CFT programs, internal and external bank training programs) to reward your employees for their hard work and dedication

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