Head Teller

Course Code	Course Name	Duration	Associated Skills
<u>31138</u>	Frontline: Ethics and the Bank Bribery Act	25	Ethics
31134	Frontline: Sales and Cross-Selling	20	Communication, Customer Service, Sales
<u>31131</u>	Frontline: Identity Theft and Elder Abuse	15	Elder Abuse Prevention, Fraud Prevention, Identity Theft Prevention, Handling Checks, Spotting Red Flags
<u>31130</u>	Frontline: Marketing Regulations including TCPA, CAN-SPAM and UDAAP	15	Marketing, Regulatory Understanding
<u>30503</u>	SAR: Responding to the Suspicious	60	Fraud Prevention, Spotting Red Flags, Suspicious Activity Reporting
30110	Deposit Accounts: Counseling Customers and Opening Accounts	30	Product Knowledge
<u>30105</u>	Retail Banking Basics: Ownership and Financial Management	30	Retail Banking
30104	Retail Banking Basics: Electronic Services	20	Payment Systems, Retail Banking
<u>30103</u>	Retail Banking Basics: Products	60	Consumer Lending, Product Knowledge, Retail Banking
<u>30102</u>	Customer Service: Handling Difficult Situations	20	Communication, Customer Service, Complaint Management, Error Resolution
<u>30101</u>	Customer Service Essentials	25	Communication, Customer Service
<u>59047</u>	Microsoft Teams	25	Microsoft Teams
<u>59024</u>	Microsoft 365 PowerPoint	25	Microsoft PowerPoint, Presenting
<u>59023</u>	Microsoft 365 Word	20	Microsoft Word
<u>59022</u>	Microsoft 365 Outlook	20	Microsoft Outlook, Email Writing
<u>59020</u>	Microsoft 365 Excel	25	Microsoft Excel
<u>50234</u>	Time Management	30	Time Management
<u>50128</u>	Practice Active Listening	30	Listening
<u>50017</u>	Business Writing: Letters and E-mails	60	Business Writing, Communication, Email Writing
<u>50014</u>	Communication Principles	30	Communication

