



PROMOTIONAL MATERIALS

Program Title:

The First Time Leader

Program Description:

Becoming a new leader is an exciting opportunity and one to celebrate. With this new role and title will come a host of new learning and growth opportunities. This course will help you think through all of the upcoming changes to your role, your working style, your leadership mindset, and your team.

Learning Objectives:

Upon successful completion of this course, you will be able to:

- Recognize how to overcome the one most difficult part of transitioning into a leadership role to effectively lead your team.
- Differentiate between the responsibilities and expectations in leading your team.
- Distinguish the four areas of leadership mindset.
- Identify how to manage your time to be available for your team.

Delivery Method: QAS Self Study

Recommended CPE Credit: 1.5 credits

Field of Study: Personal Development

Prerequisites: None

Program Level: Basic

Advanced Preparation: No advanced preparation is needed

Course Registration:

Students must register via Bosstrack website for access to the course. A certificate of completion will be awarded after successful completion of the course.

Expiration Date:

Students will have one-year access from the date of purchase to complete their training and assessment.

Grading Policy:

To earn successful completion of this course, students must pass the final assessment with a minimum 70% passing score. The assessment results will be displayed after the last assessment question is answered and the assessment is submitted. Based on the results, the student will have the option to retake the assessment if the passing score is not achieved. The student will have a total of three (3) attempts to complete the assessment. If the student does not receive a minimum 70% after three attempts, the student will need to retake the course from the beginning.

Refund / Cancellation Policy:

We want You to be satisfied with your purchase, but we also want You to give your best effort to apply all of the strategies in the Course.

The Company provides a 14-day money-back guarantee (“refund period”), for the Course. That money-back guarantee is governed by the following terms.

In the event that You decide your purchase was not the right decision, within the refund period and a completion certificate has not been issued, contact our support team at hello@thebosstrack.com and let us know you’d like a refund by the end of the refund period at 11:59 EST.

Complaint Resolution Policy:

“For more information regarding refund, concerns and program cancellation policies, please refer to our [Terms & Conditions & Refund Policy](#) or contact us at hello@thebosstrack.com.”

Official NASBA Sponsorship Statement:



Bosstrack is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org."

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