

## How do I register?

Please fill out the following registration form and return by Wednesday, September 7, 2011. You may make photocopies of the registration form for additional registrations.

### Registration Form:

- \$500 - 2 people to each of the 12 sessions or 24 admissions to the sessions of our choice. A check for \$500 is enclosed.
- \$300 – 1 person to the entire series or 12 admissions to the sessions of our choice. A check for \$300 is enclosed.
- \$30/session. A check for \$30 per session is enclosed.

I would like to register for the following programs (Please list names)-

- September 14, 2011: Venango – **RESULTS ORIENTED MEETINGS** – Gary Svetz, Svetz Consulting, LLC
- October 12, 2011: Clarion – **CREATIVE PROBLEM SOLVING** – Barry McCauliff
- November 9, 2011: Venango – **ADAPT OR PERISH** – Pam Watkins
- December 14, 2011: Clarion - **DEALING EFFECTIVELY WITH THE TOXIC EMPLOYEE/CO-WORKER** – Dr. Myrna Kuehn, CUP

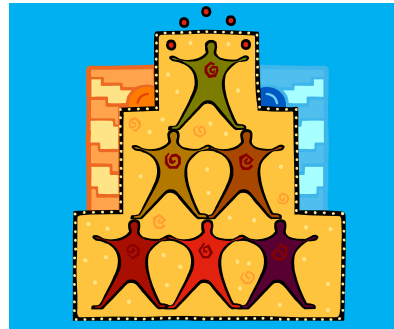
- January 11, 2012: Venango – **PUTTING YOUR BEST FOOT FORWARD- BUSINESS ETIQUETTE AND NETWORKING SKILLS** – Pam Watkins

- February 9, 2012: Clarion – **JUGGLING YOUR WORKLOAD WITHOUT DROPPING THE BALL** - Hope Lineman, CUP

- March 14, 2011 – Venango – **BRIDGING THE GAP – BOOMERS TO GENERATION Z** - Gary Svetz, Svetz Consulting, LLC

- April 11, 2012: Clarion - **PAYING IT FORWARD – THE NEW CUSTOMER SERVICE** – Gary Svetz, Svetz Consulting, LLC

- May 9, 2012- Venango – **WORKPLACE WELLNESS “A HEALTHY, HAPPY, EMPLOYEE IS A PRODUCTIVE EMPLOYEE”** - Betty McKisson, Clarion Wellness Health Options



- June 13, 2012: Clarion – **GETTING THE WORD OUT-USING SOCIAL MEDIA TO PROMOTE YOUR ORGANIZATION** – Heather Mohnkern

- July 11, 2012: Venango – **“SYNERGIZE” YOUR TEAM** – Pam Watkins

- August 8, 2012: Clarion - **YOUR MOUTH IS MOVING, BUT ARE YOU SAYING ANYTHING?** – Barry McCauliff

## REGISTRATION

Please make checks payable to Keystone CEC

For additional info or to make special arrangements, please call 814-226-0626

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Return to: Keystone CEC  
22 S. 2<sup>nd</sup> Ave.  
Clarion, PA 16214

T: 814-226-0626 Fax: 814-226-0682

## Enhance Your Professional Skills

This 24-Hour Certificate Program gives you the opportunity to develop or enhance the professional skills you need to succeed in the workplace.

The 2011-2012 Clarion and Venango Professional Skills Development Series is made up of 12, two-hour monthly sessions. Courses meet on the second Wednesday of the month, 9-11 a.m. from September 14, 2011– August 13, 2012. Sessions will alternate between Clarion and Venango County locations.

Attendance at 7 sessions required to receive Certificate. CEU's available through Clarion University's Division of Continuing Education at the rate of 1 CEU for every 10 hours of instruction time.

### Where/When will the programs be held?

- Second Wednesday of each month September 14, 2011–August 13, 2012,, 9:00 to 11:00 AM
- Venango County sessions will be held in Frame Hall, Venango Campus of Clarion University. Clarion sessions will be held at SMI (Structural Modules, Inc.) at 101 Southern Ave., Strattanville, PA 16258

### What is the cost?

For \$500 - 2 people can attend each of the 12 sessions or 24 admissions to the sessions of your choice. (\$21/per person/session)

For \$300 – 1 person can attend the entire series or 12 admissions to the sessions of your choice. (\$25/per person/session)

For \$30 – 1 person can attend the session of their choice.



Please circulate among your colleagues.

## 2011-2012 Clarion and Venango Professional Skills Development Series



**Starts September 14<sup>th</sup>, 2011**

Presented by the  
**Keystone Community Education Council and  
Clarion University's Division of Continuing  
Education, Main Campus and  
Venango Campus**