

How do I register?

Please fill out the following registration form and return by Wednesday, October 12, 2011. You may make photocopies of the registration form for additional registrations.

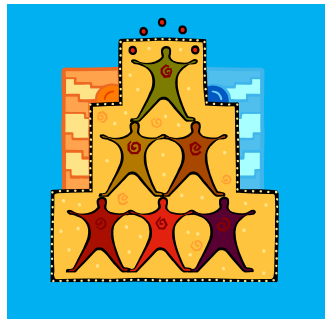
Registration Form:

- \$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)-

- October 19, 2011 – RESULTS ORIENTED MEETINGS** – Gary Svetz, Svetz Consulting, LLC
- November 16, 2011 – CREATIVE PROBLEM SOLVING** – Barry McCauliff
- December 21, 2011 – ADAPT OR PERISH** – Pam Watkins
- January 18, 2012 - DEALING EFFECTIVELY WITH THE TOXIC EMPLOYEE/CO-WORKER** – Dr. Myrna Kuehn, CUP

- February 15, 2012– PUTTING YOUR BEST FOOT FORWARD-BUSINESS ETIQUETTE AND NETWORKING SKILLS** – Pam Watkins
- March 21, 2012 – JUGGLING YOUR WORKLOAD WITHOUT DROPPING THE BALL** –Hope Lineman, CUP
- April 18, 2012 – BRIDGING THE GAP – BOOMERS TO GENERATION Z”**- Gary Svetz, Svetz Consulting, LLC
- May 16, 2012 - PAYING IT FORWARD – THE NEW CUSTOMER SERVICE** – Gary Svetz, Svetz Consulting, LLC
- June 20, 2012 – WORKPLACE WELLNESS “A HEALTHLY, HAPPY, EMPLOYEE IS A PRODUCTIVE EMPLOYEE** - Betty McKisson, Clarion Wellness Health Options



- July 20, 2011 - GETTING THE WORD OUT-USING SOCIAL MEDIA TO PROMOTE YOUR ORGANIZATION** – Heather Mohnkern
- August 17, 2011– “SYNERGIZE” YOUR TEAM** – Pam Watkins
- September 21, 2011 - 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 724-699-5035

Name: _____

Organization: _____

Address: _____

Telephone #: _____

Email: _____

Return to: Keystone CEC
113 N. Diamond St.
Mercer, PA 16137

T: 724-699-5035 Fax: 724-342-0916

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 Mercer County Professional Skills Development Series is made up of 12, two-hour monthly sessions. Courses meet on the third Wednesday of the month, 9-11 a.m. from October 19, 2011– September 21, 2012. Sessions will be held at the Keystone Community Education Council's office at 113 N. Diamond St., Mercer, PA 16137.

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?

- Third Wednesday of each month, October 19, 2011– September 21, 2012
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- 9:00 to 11:00 AM
- Keystone Community Education Council's office at 113 N. Diamond St., Mercer, PA 16137.

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 Mercer County Area Professional Skills Development Series



Starts October 19th, 2011

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

