

Please Post!

Clarion and Venango Professional Skills Development Series

Presented in collaboration with Clarion University's
Division of Continuing Education, Main Campus and Venango Campus



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

Courses meet on the second Wednesday of the month, 9-11 a.m. from March 12, 2008 – February 13, 2009. Clarion sessions will be held at SMI (Structural Modules, Inc.) in Clarion. Venango County sessions will be held in Frame Hall, Venango Campus of Clarion University.

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.

Cost: \$250/series.

Individual courses are open to the public: \$50.

We strongly encourage you to take the opportunity to network with professionals in your neighboring county.

For more information – www.keystonecec.org
or call 814-226-0626

PROGRAMS

March 12th (Clarion): **ARE YOUR COMMUNICATION SKILLS SABOTAGING YOUR CAREER? HOW TO COMMUNICATE WITH CONFIDENCE TO GAIN RESPECT AND CREDIBILITY.** Presenter: Barry McCauliff, CUP.

April 9th (Venango): **CUSTOMER SERVICE.** Presenter: Gary Svetz, Svetz Consulting, LLC.

May 14th (Clarion): **LEARNING TO LISTEN: ARE YOU HEARING WHAT I'M SAYING?** Presenter: Barry McCauliff, CUP

June 11th (Venango): **TIME AND INFORMATION MANAGEMENT.** Presenter: Hope Lineman, CUP.

July 9th (Clarion): **HOW TO DEACTIVATE POTENTIALLY DANGEROUS SITUATIONS.** Presenter: Bob Daugherty.

August 13th (Venango): **NETWORKING AND BUSINESS ETIQUETTE.** Presenter: Rick Capozzi, The Capozzi Group.

September 10th (Clarion): **STRESS MANAGEMENT.** Presenter: Betty McKisson, Clarion Wellness Options.

October 8th (Venango): **PERSONALITY PROFILE AND HOW IT AFFECTS YOUR WORKING STYLE AND RELATIONSHIPS.** Presenter: Lance Hummer.

November 12th (Clarion): **HOW TO DEAL WITH CHRONICALLY IMPOSSIBLE PEOPLE.** Presenter: Myrna Kuehn, CUP.

December 10th (Venango): **RELEASE THE POWER WITHIN – LEADERSHIP SKILLS THAT CAN BRING OUT THE BEST IN PEOPLE.** Presenter: Gary Svetz, Svetz Consulting, LLC.

January 9th (Clarion): **GUIDE TO ETHICAL BEHAVIOR IN THE WORKPLACE.** Presenter: Larry Carr, CUP.

February 13th (Venango): **WORKING WITH A MULTI-GENERATIONAL WORKFORCE.** Presenter: Gary Svetz, Svetz Consulting.

