

The Potter County Education Council is pleased to make a variety of services available to local businesses and organizations. We realize that by serving our local business community, we are in turn helping to grow our local economy and communities.



We offer:

- Meeting space/training space at a minimal cost complete with LCD projector, SmartBoard and computers
- Customized computer training
- Customized skills training
- Individualized assessment of company workforce development needs
- Assistance to companies in identifying grant funds for training purposes



**Potter County
Education Council**
Connecting you to the World
through Education

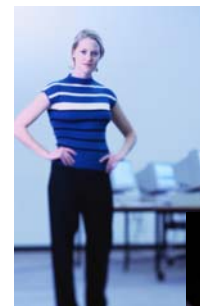
Three sites to serve you better!

Potter County Education Council
Penn York Building
227 N. Main Street
Coudersport, PA 16915
Phone: 814-274-4877
Fax: 814-274-4887

Potter County Education Council
20 Bridge Street
Galeton, PA 16922
Phone: 814-435-9490
Fax: 814-435-9491

PCEC Port Allegany
Education Center
8 N. Main Street
Port Allegany, PA 16743
Phone: 814-642-2295
Fax: 814-642-2344

Business Services Guide



The Potter County Education Council offers a variety of services for local businesses from videoconferencing to customized computer training and more! See inside for details!



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University of Pittsburgh
Bradford
Business Resource Center

The University of Pittsburgh at Bradford's Business Resource Center (BRC) provides services to entrepreneurs and existing businesses through business planning, business consulting, grant writing, and grant administration.

BRC is available to help entrepreneurs with successful business start-up or the existing business with expansion planning. These services are free of charge through a Ben Franklin Technology Partnership grant.

BRC assists clients to:

- Prepare comprehensive business plans
- Develop accounting systems
- Conduct product research and planning
- Solve operational problems
- Access loan and other assistance programs
- Develop basic marketing plans
- Utilize personal computer systems in their business
- Identify local development groups for assistance in site development and loan applications

The BRC can assist with professional development and industry training to ensure a workforce that is educated and able to change with the times. Also available is business resource consulting. The BRC connects the university's business faculty and staff with firms that have the potential

to expand. Consultants assist firms in defining planning issues and finding solutions.

Finally, the BRC assists firms with grants. WEDnetPA is Pennsylvania's Guaranteed Free Training Program. Eligible companies receive grant money in order to train employees. Pitt-Bradford and the BRC, as a WEDnetPA partner, assist in the application for and administration of grant monies. Customized Job Training is a state-funded economic development initiative designed to provide job training programs tailored to local industry needs and opportunities. BRC assists firms in the application process and then monitors funded projects resulting in full-time employment opportunities, significant wage improvements, and the retention of otherwise lost jobs.

A BRC representative is available at the PCEC Coudersport office and the PCEC Port Allegany Education Center on the first Wednesday of every month. Call the PCEC for details or to register.



**Small Business
Development
Center**

The SBDC works with small firms to help them compete and grow in today's highly competitive global economy. They provide consulting, information, education and special programs to help small businesses.

The Clarion University SBDC is an entrepreneurial training program that services pre-venture and existing small businesses. The center helps aspiring entrepreneurs turn ideas into businesses, helps small firms expand, and provides information every business needs to make critical decisions.

The SBDC provides management and technical assistance in the following areas:

- pre-venture
- business planning
- marketing
- long-term growth strategies
- loan packaging
- exporting and importing
- management assistance

This one-on-one consulting feature is provided at no charge and is funded by Clarion University, the Small Businesses Administration, and the Commonwealth of Pennsylvania.

The Clarion SBDC holds a free workshop on the second Wednesday of every month alternating between the Coudersport Office and the PCEC Port Allegany Education Center. This workshop provides you with: guidelines on how to finance your business; what to consider before you start; information needed to start; and the importance of a business plan. To register or for more information and dates/locations, call the PCEC.

The PCEC also has available "The Entrepreneur's Guide: Starting and Growing a Business



in Pennsylvania". This free informational book from the Center for Entrepreneurial Assistance provides invaluable information for anyone considering starting a small business. Contact the PCEC if you are interested in obtaining a copy of this guide or go to <http://www.newpa.com/default.aspx?id=34> to download a free copy.