A Season of Change:  
Leadership Potter County

Wow! It seems like just yesterday we were hoping that summer would finally get here and now, suddenly, the summer is winding down. Where did the time go???

Here at the Potter County Education Council, we’ve been busy all summer long planning for the upcoming academic year. One of the projects that we’ve been working on for the last several months is the Leadership Potter County (LPC) program. The LPC program has been an annual offering of the Potter County Education Council since 2008, but after the most recent cohort graduated this past January, we decided to take a break before offering the program again. The LPC Steering Committee felt it was time to step back and have an opportunity to revamp the program. Since then, we have been hard at work revising the program for the upcoming year and giving it a fresh, new approach.

On behalf of the Potter County Education Council, I’m pleased to announce that the Leadership Potter County program will be returning in early 2020!

With this renewed program, I would like to ask employers from around the county to consider sponsoring one or more of your employees to take the Leadership Potter County program. The LPC program is a great opportunity for up and coming employees from around Potter County to learn more about themselves, participate in collaborative experiences and engage in opportunities to become more civic and social-minded. Participants in the upcoming LPC program will meet once a month (one full day) or twice a month (two half days) depending on the theme for the month. These potential leaders will be involved in a variety of activities and experiences that will both challenge their current thinking and allow them to develop a more in-depth understanding of themselves and those around them.

As we begin a new academic year and move into a season of change, consider the LPC program for your employee(s) who may have the potential to become a leader within your organization. Provide him or her with the opportunity to learn and grow through the Leadership Potter County program.

“Leaders don’t create followers; they create more leaders.” -Tom Peters

Watch for more information that will be coming out on Facebook and Solomon’s Words about the start date for Leadership Potter County 2020!

Sincerely,
Michele M. Moore, Ph.D.
Executive Director
Cancellation and Refund Policy

Potter County Education Council Presents Travel by Collette

Travel Programs

Pennsylvania State Vehicle Inspection Course.

Personal Enrichment Courses

Prepare for Autumn Photos

Cooking for Crowds.

Professional Development Courses

ServSafe

Pennsylvania State Vehicle Inspection Course.

Travel Programs

Potter County Education Council Presents Travel by Collette

Cancellation and Refund Policy

Watch for information about the new Seniors 2 Seniors computer classes coming this fall.

Also, check our website for new professional development classes at our Port Allegany office.

Learn More!

• Expert Instructor
• 24-Hour Access
• Online Discussion Areas
• 6 Weeks of Instruction
• Course Sessions Begin Monthly

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

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(814) 274-4877 www.ed2go.com/pcec
Course Listing At-A-Glance

Call us for more information: Coudersport Office 814-274-4877 ~ Port Allegany Office 814-545-1333

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<td>Foundations of the Business Enterprise</td>
<td>TH</td>
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<td>12/12/19</td>
<td>6:30 - 9:20 p.m.</td>
<td>N. PA Regional College</td>
<td>PCEC Coudy &amp; Port</td>
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<td>ServSafe</td>
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<td>9/10 &amp; 9/17/19</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>Rick Kralj</td>
<td>PCEC Coudersport</td>
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<td>Let's Talk Business</td>
<td>TH</td>
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<td>9:00 a.m. - 3:00 p.m.</td>
<td>Clarion SBDC</td>
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<td>PCEC Port</td>
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<td>TTH</td>
<td>Fall 2019</td>
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<td>9:00 a.m. - 3:00 p.m.</td>
<td>IU9 / CareerLink</td>
<td>Potter County CareerLink</td>
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<td>9:00 a.m. - 3:00 p.m.</td>
<td>IU9 / CareerLink</td>
<td>Bradford CareerLink</td>
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<td>Cooking for Crowds</td>
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<td>6:00 - 9:00 p.m.</td>
<td>Rick Kralj</td>
<td>PCEC Coudersport</td>
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<td>Prepare for Autumn Photos</td>
<td>T</td>
<td>9/24/19</td>
<td></td>
<td>6:30 - 8:00 p.m.</td>
<td>Curt Weinhold</td>
<td>PCEC Coudersport</td>
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NORTHERN PENNSYLVANIA REGIONAL COLLEGE

Associate Degrees | Workforce Development | Dual Enrollment
Cameron | Crawford | Elk | Erie | Forest | McKean | Potter | Venango | Warren

Local & Affordable

Per Full-time Academic Year (3 terms)

| Tuition* | $6,660 |
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Total** $6,960

*Based on 2018-2019 tuition rates
**Does not include cost of books

Students anywhere in our nine-county service area can attend at any of our classroom locations shown on the map. Most classrooms are within 15 miles of any student’s location.

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This could change everything!
Local Companies Host Educators for Summer Workshop

During the month of June, as part of a three day “Educator in the Workplace” event, several local companies in Cameron County hosted educators from districts in Cameron, Elk, McKean and Potter Counties. This event was organized by the Potter County Education Council and DISCOVER Partnership of Cameron and Elk Counties.

All educators had an opportunity to spend time at Emporium Hardwoods in Cameron County to get a closer look at manufacturing in the logging and lumber industry. The educators then split into groups of their choice which included Manufacturing at GKN Emporium and Keystone Automatic Technologies; Government at the Cameron County Court House, PSU Extension Office and 911 System; Agriculture with the Cameron County Conservation District, DCNR Forester, Emporium Water Company, Mid-Cameron Authority and CCOYA; Healthcare at Guy and Mary Felt Manor and Cole Memorial Health Center; and Hospitality & Tourism at the Cameron County Chamber with Tina Solack, Abbi Peters from the PA Wilds, and Terri Dennison from Route 6 on promoting the area. They also explored local Entrepreneurship by visiting Good Things Growing, The Little Red Barn and Rich Valley Apiary and Rich Valley Wines. During their group visits, educators learned about local job opportunities, hiring practices, employee expectations and skills needed to perform the jobs. Educators were surprised to see all the technology advances and skilled positions that are available in our region.

This Educator in the Workplace experience was intended to provide teachers with a better understanding of the workplace and how their subject matters are applied on the job, identify local career opportunities and skills needed for success, and offer ideas for teachers to effectively prepare students to be productive citizens. Teachers worked with specialists before and after their group visits in order to learn how to incorporate these experiences into their lessons with students. On the final day, educators created a lesson plan based on their participation with the local workforce and guest speakers.

This program was made possible by the Potter County Education Council, CEC DISCOVER Partnership, Seneca Highlands IU9, Workforce Solutions for North Central PA, PA Department of Labor and Industry, Stackpole Hall Foundation, and the George A. and Margaret Mee Charitable Foundation.
LET’S TALK BUSINESS

Helping Businesses Start, Grow and Prosper

The Clarion University Small Business Development Center (SBDC) provides entrepreneurs and business owners with education, information, tools and resources to start and grow a business. Whether you are looking to start a business or already own a business, the SBDC is right here in your neighborhood. The Clarion University SBDC business consulting services are offered at no cost.

Aleshia Marshall, business consultant for Potter, Elk and McKean Counties, is available between 9:00 a.m. and 3:00 p.m. at the Potter County Education Council, 5 Water Street, Coudersport on the following dates: September 19, October 17, November 21, December 19.

Our consulting services focus on providing guidance, information, advice, and resources that are needed to manage and grow your business. Examples of how we can help include the following: financial analysis, QuickBooks assistance, market research, business plan development, environmental compliance, human resources, management assistance, and SEO reviews. Through the SBDC you will have access to information from industry leading databases and research tools to help you develop and maintain a competitive edge. In addition, we offer a variety of online resources matched with a strong referral and partner network to help businesses thrive.

Walk-ins are welcome, however, appointments are recommended and may be scheduled by contacting the SBDC at (814)393-2060 or via email to amarshall@clarion.edu.
**Personal Enrichment Courses**

**Prepare for Autumn Photos**
This workshop, intended for intermediate photo enthusiasts, is a combination of technical camera skills, photo editing and composing an interesting scene. Participants will learn effective methods to capture a colorful autumn landscape. You’ll also learn how light and the weather will influence what we photograph.

**Date:** Tuesday, September 24, 2019  
**Time:** 6:30 - 8:00 p.m.  
**Location:** PCEC Coudersport  
**Instructor:** Curt Weinhold  
**Cost:** $35 per person  
**Special instructions:** Please bring your camera and plenty of questions.

**Cooking for Crowds**
Non-profit, volunteer-run groups that prepare food to be served or sold to the public must be sure that the food is safe and of high quality. Participants in this workshop will learn up-to-date methods for safely handling and preparing food for large groups. The workshop is appropriate for non-profit food providers such as churches, fire companies, schools and civic groups.

**Date:** Tuesday, September 10, 2019  
**Time:** 6:00 - 9:00 p.m.  
**Location:** PCEC Coudersport  
**Instructor:** Rick Kralj, Penn State Educator  
**Cost:** $40/organization up to 5 people; $5/person for each additional person.  
**Special instructions:** To register, call (814) 274-4877 or visit www.pottercountyedcouncil.org.

**CAREER TRAINING PROGRAMS**

**Certified Bookkeeper**
This Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

**Human Resources Professional**
Learn the skills needed to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certificate exam.

**OMCA Email Marketing Associate**
Master the art of reaching people by email and building an ongoing relationship using marketing automation. Voucher Included.

**Professional Bookkeeping**
This program teaches students how to master professional bookkeeping using the QuickBooks 2015 software. Software included.

**Personal Fitness Trainer**
Learn how to apply your client’s health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

**Video Game Design and Development**
This program teaches you how to effectively design and develop games using a comprehensive and analytical approach.

**Travel Agent Training**
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent.

**Administrative Professional with Microsoft Office Specialist**
Learn key skills for becoming an Administrative Professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

**Mobile and Desktop Web Developer**
Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

**Veterinary Assistant**
This program will prepare you to become a productive member of a veterinary team.

**ONLINE COURSE BUNDLES**

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our online courses are informative, fun, convenient, and highly interactive. New course sessions monthly.

**Accounting Fundamentals Series**
If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

**Creating Wordpress Website Series**
This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

**Grant Writing Suite**
Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

**Java Programming Series**
Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

**Microsoft Word 2016 Series**
Learn the ins and outs of Microsoft’s newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

**PHP and MySQL Series**
Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

**Supervision and Management Series**
These courses will help you brush up on your leadership and interpersonal communications skills, to help you lead your team to success.

**SAVE!**
Learn from the comfort of home!  

Visit: https://careertraining.ed2go.com/pcec/training-programs

For more information, visit: https://careertraining.ed2go.com/pcec/training-programs  

PennState Extension
Professional Development Courses

ServSafe
ServSafe is a certification program developed by the Restaurant Association Education Foundation. The course meets certification requirements for individuals who are responsible for the safe handling of food in restaurants, schools, elder care facilities, lodges, bed and breakfasts, community centers, and other food concessions (organizations or businesses that sell or prepare food on a regular basis). To register, call (877) 489-1398 or go to http://extension.psu.edu/food-safety/serv-safe.

Date: Tuesdays, September 10 and September 17, 2019
Time: 9:00 am. - 4:00 p.m.
Location: PCEC Coudersport
Instructor: Rick Kralj, Penn State Educator
Cost: $185 per person

Pennsylvania State Vehicle Inspection Course
This is a Pennsylvania State approved motor vehicle inspection course for passenger cars, light trucks, motorcycles, medium/heavy trucks and buses. This program includes classroom and hands-on instruction. Participants must provide a valid driver’s license to register for this program.

Special instructions: For more information regarding our upcoming class, contact the Education Council's Port Allegany office at 814-545-1333.
Travel Programs

Potter County Education Council Presents Travel by Collette

Is traveling on your “bucket list?” Is there a certain destination you simply must visit? The Education Council can help! Several years ago, we partnered with Collette Travel, a well-respected travel company that’s been in operation for over one hundred years. Since 2015, we have offered trips to many exciting places like Italy, Portugal, Great Britain, Ireland, and Tropical Costa Rica, to name a few. A trip to Peru and Machu Pichu is scheduled for this October. Domestically, local people have traveled to the Pacific Northwest, Alaska, the Colorado Rockies, and in a few weeks, a group is leaving for the National Parks of America. Apparently, Collette really knows how to do a trip; the feedback we have received from our travelers has been overwhelmingly positive.

We typically feature two or three trips a year, but one of the many things we love about Collette is that even if you want to visit a country that we are not featuring, or the dates do not work with your schedule, we can help make your travel arrangements for destinations on all seven continents! So, if traveling is in your future, give us a call at (814) 274-4877 or stop in at the Education Council’s Coudersport office at 5 Water Street, Coudersport, and let us help you make plans for that “bucket list” trip!
Please note that PCEC staff email addresses have changed to first initial/last name @pcedcouncil.org

Cancellation and Refund Policy
No Shows will be billed for full amount of class. Cancellation deadline is 24-hours prior to start of class or students will be billed for full amount of class. All courses listed are subject to change or cancellation. Refund policy is determined by institution providing class.