

The Program

This training focuses on improving participants' communication, management and leadership skills.

Participants: Open to the five CCAP voting members in each county: county commissioners or council members, chief clerks, county administrators and solicitors.

Application: Completion of the enclosed application is required by January 15, 2017. Applications will be reviewed by a selection committee by February 15, 2016. Participation is available to one eligible person per county per year, with a maximum of 16 participants per year.

The Program: This is a two and a half-day program offered annually. See additional programming details in this brochure. Participants will receive text and assessments in advance to be completed prior to the program start date.

Day One: Styles of Leadership, Managerial Versatility, Leadership Presence

Day Two: The Four Conversations: Daily Communication That Gets Results, Crisis Communications, Media Management

Day Three: Problem Solving and Decision Making

Optional: Ongoing coaching is available and details will be provided to participants upon completion of the program. Post program coaching is provided by staff of The Professional Edge, Inc. at an additional cost.

Cost: \$850 per person including course registration and program materials, overnight accommodations for three nights, continental breakfast and lunch for three days and an evening networking reception. Final deadline for payments is April 15, 2017.

Curriculum

Center for Excellence in County Leadership (CEL)

Day One - Styles of Leadership, Managerial Versatility (Your "Personal Brand"), Leadership Presence

Topics of Discussion: Your Disc® Leadership Style; Cornerstone Principles of Work of Leaders; Improving Managerial Effectiveness with Versatility™; Speaking on the Spot; Powerful Communication Signals for Leaders; Gaining Support and Respect; Take Back to Your County

*Facilitators: Frank "Josh" Stroup, QTS Performance Solutions; Lynne Breil, CSP, The Professional Edge, Inc.

Day Two - The Four Conversations: Daily Communication That Gets Results, Crisis Communication, Media Management

Topics of Discussion: Communication Practices Inventory™; The Four Workplace Conversations; Six Limitations to a Successful Workplace; The Media Interview including Key Message/Mapping Development; Non-Verbal Positioning; Types of Questions, Recovery, Debriefing, Analyzing

*Facilitators: John Breil, The Professional Edge, Inc.; Lowell Briggs, Ph.D., York College of Pennsylvania

Day Three - Problem Solving and Decision Making (Group Activity)

Topics of Discussion: Group Exercise on Alternative Courses of Action; Problem Solving; Decision Making; Group Maintenance; Synergy; Consensus

*Facilitators: John Breil, The Professional Edge, Inc.; Lynne Breil, CSP, The Professional Edge, Inc.



**Center for
Excellence**
in County Leadership

June 14 - 16, 2017
Harrisburg, PA



**Helping county officials develop a
professional culture for
county government**



**Center for
Excellence**
in County Leadership

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COUNTY COMMISSIONERS
Association of Pennsylvania

CCAP Center for Excellence in County Leadership (CEL) — June 14 - 16, 2017

This two and a half-day leadership training program is for county commissioners, council members, chief clerks, county administrators and solicitors in Pennsylvania's 67 counties. Applications will be reviewed by a selection committee; maximum participation in the program is 16 participants annually and limited to one participant per county per year.

Name: _____

Office Held: _____ How Long? _____

County: _____

Address (indicate valid address where shipped materials may be sent): _____

Phone: _____ Fax: _____

Email: _____

APPLICATION PROCESS—All participants are required to complete the application form and provide background information for the selection committee. Resumes are encouraged in addition to the completed application form.

VISION STATEMENT—State briefly why you want to participate in the Center for Excellence in County Leadership (CEL) Program and how it would benefit you professionally and personally.

BACKGROUND INFORMATION—Resumes are encouraged, but not required. If a resume is not provided, please attach a list and describe all political offices held including date of election or appointment and any other political activity; professional and business activities since your completion of your education; academic history beginning with high school and listing degrees earned and honor designations; professional county-related or academic associations or business affiliations to which you belong; contribution of time and effort to civic or charitable courses; other personal interests pertinent to this application.

COST—The tuition for the CEL program is \$850 per person including course registration and program materials, overnight accommodations for three nights, continental breakfast and lunch for three days and an evening networking reception. Participants will be notified of their acceptance into the program by February 15, 2017 and will be invoiced at that time. Final payment for participation is due in full by April 15, 2017.

CANCELLATION—Due to the nature of the program and advance materials which are sent to all participants in early spring, written notification of cancellation must be sent to mglantz@pacounties.org by 4 p.m. on March 15, 2017 to avoid penalty. Valid cancellations received in writing by 4 p.m. on April 15, 2017 are subject to a service charge of 25 percent of the program value; cancellations received by 4 p.m. May 15, 2017 are subject to a service charge of 50 percent of the program value. There are no refunds for cancellations received after 4 p.m. on May 15, 2017.

COMMITMENT STATEMENT—To promote maximum learning amongst attendees, completion of all advance coursework including review of the text and completion of the assessments as well as full attendance at each day of the program is expected and required. Please note the CEL is a learning community in which being on time, not leaving prematurely and full participation are crucial to the dynamics of the learning process. Commitment to the process of creating a community for inquiry, receptivity and discussion should be respected. Thank you for your cooperation and understanding of this commitment.

Completed applications should be submitted by January 15, 2017 to Mandi Glantz at CCAP, PO Box 60769, Harrisburg, PA 17106-0769, fax (717) 526-1020 or email mglantz@pacounties.org. The selection committee will review all applications by February 15, 2017 and participants will be notified immediately.