

CAREER FOCUS

PROFESSIONAL DEVELOPMENT
CERTIFICATE PROGRAM

Sept. 15 – Nov. 3, 2017

Friday Mornings

8:30 a.m. to 11:30 a.m.

Guymon Fire Station 1

402 NE 24th Street

Embark on a journey to greater fulfillment, productivity and meaning in your life and career with other local professionals who care about moving forward. During this eight-week program, you will develop friendships while taking your leadership and professional skills to the next level. Be prepared for whatever crosses your path next!

Complete application and submit payment by September 6, 2017, to participate. Program contact is Melyn Johnson, MSG, 580.338.6246 or director@mainstreetguymon.com.

Leadership and learning are indispensable to each other.

— **John F. Kennedy**

PROGRAM SESSIONS

Program Introduction

People and Presentation Skills

Leadership Lessons

Sensitivity Training

Cultural Competency

Hiring, Firing and Harassment

Ethics

Budgeting and Financials

Managerial Skills

Strategic Planning

Succession Planning

Employee Relations

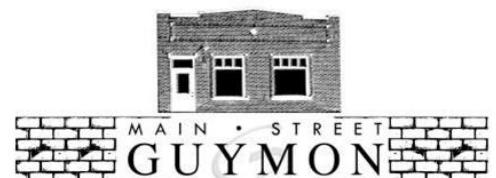
Communication

Applying what you learned

Keynote Speaker

Sessions are subject to change.

Presented by
Main Street Guymon
with special thanks to
the **Guymon Fire**
Department.





CAREER FOCUS: PROFESSIONAL DEVELOPMENT PROGRAM 2017 APPLICATION

Personal Information

Last Name	First Name	Middle Initial	Preferred to be address as
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Business Name	Position/Title	Years in current position
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Business Address	City	State	ZIP	Telephone
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Email address (please list the email address you use most frequently)

Why I wish to participate (*Briefly state the reason for participating and what you hope to gain*):

Employer's Agreement

I fully support the application of my employee for the professional development certificate. I acknowledge that I am willing to make available the necessary time for full participation in all classes and will pay the program fee of \$250.

Signed: _____ **Date:** _____

Applicant's Agreement

I understand the purpose of the Professional Development Program, **the requirement to miss no more than one class**, and that completion of this application does not guarantee my acceptance as a participant as space is limited.

Signed: _____ **Date:** _____

Please return the application and \$250 payment by September 6, 2017, to:

Main Street Guymon, P.O. Box 1393, Guymon, OK 73942

Or email to director@mainstreetguymon.com

Note that class size is limited to 16 participants. Seats will be filled in the order applications are received.

Program presented by Main Street Guymon with special thanks to the Guymon Fire Department.