

CAREER FOCUS

PROFESSIONAL DEVELOPMENT
CERTIFICATE PROGRAM

Feb. 3 – Mar. 24, 2021

Wednesday Afternoons

2:00 to 5:00 p.m.

Guymon Public Library

1718 N. Oklahoma Street

Thank you for allowing me to be a part of the Career Focus class. I have gained a new insight on what it means to be a leader. The information I received from the speakers has inspired me to grow in my professional life and as an individual. I truly appreciate the opportunity. Thank you,
Jessica Martinez” Class of 2017

Complete application and submit payment by February 1, 2021, 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

Company Image

Ethics

Budgeting and Financials

Managerial Skills

Strategic Planning

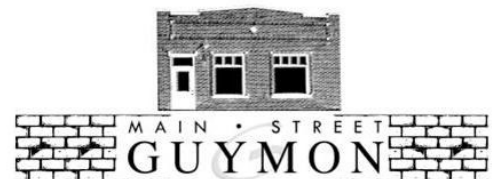
Employee Relations

Communication

Applying what you learned

Sessions are subject to change.

Presented by
Main Street Guymon
with special thanks to
the **Guymon Public**
Library as host.





CAREER FOCUS: PROFESSIONAL DEVELOPMENT PROGRAM 2021 APPLICATION

Personal Information

Last Name

First Name

Middle Initial

Prefer to be addressed as

Business Name

Position/Title

Years in current position

Business Mailing Address with City, State and Zip

Telephone

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*):

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:** _____

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:** _____

Please return the application and \$250 payment by February 1, 2021, to:

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

Or email to director@mainstreetguymon.com

Note that class size is limited to 15 participants. Seats will be filled in the order applications are received.

Program presented by Main Street Guymon with special thanks to the Guymon Public Library