

The Program

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

Participants: Open to the CCAP voting members in each county: county commissioners or council members, chief clerks, county administrators, and solicitors. Key county leaders and department heads may apply by including one written letter of support from their county commissioner/council member.

Application: Completion of the online application (www.pacounties.org/ME/Pages/CELProgram) is required by January 31, 2020. Applications will be reviewed by a selection committee by February 28, 2020. Participation is available to one eligible person per county per year, with a maximum of 12 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: Stages of Leadership and The DISC Model

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

Day Three: Problem Solving and Decision Making

Optional: Ongoing coaching is available; 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 includes 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, 2020.

Program Sponsors

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For information about the program or sponsorship opportunities, please contact Mandi Glantz, mglantz@pacounties.org, (717) 736-4739.



**Center for
Excellence**
in County Leadership

June 17 - 19, 2020
Harrisburg, PA



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



CCAP
PO Box 60769
Harrisburg, PA 17106-0769
(717) 526-1010
www.pacounties.org



Curriculum

Center for Excellence in County Leadership (CEL)

DAY ONE

Stages of Leadership and The DISC Model

Topics of Discussion

Five Stages of Rock Solid County Leadership; Leadership Behaviors; Developing Leaders; Adapted and Natural Disc® Leadership Styles and the Platinum Rule; Take Back to Your County

Facilitators

Liz Weber, CMC, CSP, Weber Business Services, LLC

Lynne Breil, CSP, The Professional Edge, Inc.

DAY TWO

The Four Conversations: Daily Communication That Gets Results **Media Management** **Crisis Communication**

Topics of Discussion

The Four Workplace Conversations; The Media Interview including Key Message/Mapping Development; Non-Verbal Positioning; Types of Questions, Recovery, Debriefing, Analyzing

Facilitators

John Breil, The Professional Edge, Inc.
Lynne Breil, CSP, The Professional Edge, Inc.
Christina Butler, Television Reporter and Associate, The Professional Edge, Inc.
Lowell Briggs, Ph.D.c., York College of Pennsylvania

DAY THREE

Team 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.

APPLICATION

All participants are required to complete an online application and provide background information for the selection committee. Resumes are encouraged.

Completion of the online application (www.pacounties.org/ME/Pages/CELProgram.aspx) is required by January 31, 2020. Applications will be reviewed by a selection committee by February 28, 2020. Participation is available to one eligible person per county per year, with a maximum of 12 participants per year. Eligible participants are the CCAP voting members in each county: county commissioners, council members, chief clerks, county administrators, and solicitors. Key county leaders and department heads may apply by including one written letter of support from their county commissioner/council member.

COST

The tuition for the CEL program is \$850 per person which includes 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 28, 2020 and will be invoiced at that time. Final payment for participation is due in full by April 15, 2020. Payment plans are available upon request.

ACADEMY CREDIT

Persons who complete the full CEL program will also be afforded credit for the Leadership, Management and Decision Making core course for the Academy for Excellence in County Government required coursework.

CANCELLATION POLICY

Due to the nature of the program, and advance materials purchased and 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, 2020 to avoid penalty. Valid cancellations received in writing by 4 p.m. on April 15, 2020 are subject to an administrative charge of 25 percent of the program cost; cancellations received by 4 p.m. May 15, 2020 are subject to an administrative charge of 50 percent of the program cost. All refunds are issued via check. There are no refunds for cancellations received after 4 p.m. on May 15, 2020.

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 where 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.