



Delaware County  
eCenter

## Press Release

Contact: Maggie Inge  
or Mary Beth Silano  
607-746-9710

For Immediate Release

### New Schedule Offers a Bounty of Learning Opportunities

The Delaware County eCenter announces a new schedule of classes that run into October. Classes include both computer and business learning that enable participants to reap a harvest of new ideas and improved skills.

A series of full day workshops combine practical learning with specific skills development to enable participants to achieve their goals. The Effective Supervision (August 31) workshop develops management skills and enables you to be more effective at leading a team and motivating staff. Resolving Workplace Conflict (September 14) encourages participants to identify issues before they become problems and create solutions that serve both customers and employees. Bootstrap Marketing (September 19) asks critical questions that enable you to target and reach customers at the lowest cost. Participants are invited to bring their existing plans and materials for peer review.

In October, the eCenter presents a special Grant Writing workshop that includes a question and answer session with many of the people responsible for grant administration in the region. Learn about the unique demands of foundations and government agencies and how to position your organization and project to receive funding. This workshop is designed to meet the needs of organizations and individuals who write grants and/or seek funding for local not-for-profit ventures.

The new schedule continues to provide computer classes on the Microsoft Office suite of software (Word, Excel, PowerPoint, etc.), QuickBooks and more. Business courses such as Time Management, Business Writing Essentials and Great Customer Service and You are among the offerings for business people. People seeking to be more professional in their personal presentation and behavior, will want to participate in Be the Employee of Choice. This seminar was awarded "Best in Show" at a recent national conference.

Computer and business classes at the eCenter are three (3) hours in length and cost \$35 for registrations paid in full 48 hours in advance of the class. Walk-ins are welcome for an additional \$5 (walk-in fee \$40), although participants are encouraged to call to confirm classes. Workshops run from 10:00 a.m to 4:30 pm and cost \$75 per session. Full course descriptions and more information can be found at [www.dcecenter.com](http://www.dcecenter.com).

The Delaware County eCenter is a small business incubator and resource center offering an array of services to support permanent economic vitality for the region. Its goal is to grow new and existing businesses in Delaware County. The eCenter is managed by the Catskill

Development Foundation, a partnership of the county's economic development agencies and the Delaware County Chamber, whose offices are located in the state-of-the-art facility on Main Street in Delhi.

#### Small Business Workshops

10:00 am to 4:30 pm

Only \$75 per Workshop

#### Effective Supervision

Tuesday, August 31

Regardless of your supervisory experience, this course includes new ideas and skills that will keep you at peak performance. It is power-packed with real-world tips to help you maximize your management role and to motivate you and your team.

#### Resolving Workplace Conflict

Tuesday, September 14

Unresolved conflicts rob organizations of millions through misspent time, effort and often legal expenses. Mediating conflict at its earliest stages can forestall these problems and create a work environment in which people thrive despite differences.

#### Bootstrap Marketing

Wednesday, September 29

Learn the tricks to getting free publicity and how to get the biggest bang for your buck. Bring your existing materials to receive a peer review. Includes tips for both traditional and guerilla marketing success.

#### Effective Grant Writing

Wednesday, October 13

Writing grants that get funded takes both skill and know-how; this day includes specific tips to help improve your skills and a panel of local experts willing to share their "know how". Check the website for more details: [www.dcecenter.com](http://www.dcecenter.com).

#### COMPUTER CLASSES AND BUSINESS COURSES

##### COMPUTER CLASSES

Computer Classes at the Delaware County eCenter provide a hands-on learning experience on state-of-the-art laptop computers.

#### Introduction to PCs & the Internet

Wednesday, September 1 — 6:00 pm

Thursday, September 23 — 1:30 pm

#### Getting Started with MS Word

Thursday, September 2 — 1:30 pm

Tuesday, September 14 — 6:00 pm

Wednesday, October 6 — 1:30 pm

#### MS Word for the Self Taught

(Intermediate)

Tuesday, September 21 — 1:30 pm

Thursday, October 14 — 6:00 pm

Prerequisite: G S /Word or experience

#### Getting Started with MS Excel

Tuesday, September 7 — 1:30 pm

Thursday, September 16 — 6:00 pm

Thursday, October 7 — 1:30 pm

### Intermediate MS Excel

Wednesday, August 25 — 6:00 pm

Thursday, October 14 — 1:30 pm

Prerequisite: GS w/ Excel or experience

### Working with Excel Databases

Thursday, September 30 — 1:30 pm

Prerequisite: Intermediate Excel or experience

### Mastering MS Excel Charts

Tuesday, October 12 — 6:00 pm

Prerequisite: Intermediate Excel or experience

### Getting Started with QuickBooks

Thursday, August 26 — 1:30 pm

Wednesday, September 8 — 6:00 pm

Tuesday, September 28 — 1:30 pm

### Reporting with QuickBooks

Tuesday, October 5 — 1:30 pm

Prerequisite: GS w/ QuickBooks or experience

### MS PowerPoint Presentations

Wednesday, August 25 — 1:30 pm

Tuesday, September 28 — 6:00 pm

Tuesday, October 12 — 1:30 pm

### Getting Started with MS Publisher

Wednesday, September 1 — 1:30 pm

Thursday, September 30 — 6:00 pm

Prerequisite: word processing experience

### Creating Newsletters with MS Publisher

Thursday, October 7 — 6:00 pm

Prerequisite: MS Publisher experience

## BUSINESS COURSES

### Time Management

Thursday, September 16 — 1:30 pm

Wednesday, October 6 — 6:00 pm

### Great Customer Service and YOU

Thursday, September 9 — 1:30 pm

Tuesday, October 5 — 6:00 pm

### Be the Employee of Choice

Thursday, September 9 — 6:00 pm

Monday, October 11 — 1:30 pm

### Business Writing Essentials

Wednesday, September 15 — 6:00 pm