

Yes, I'd like to enroll in the Training Discount Program! Attached is the annual fee of \$125.

Municipality: \_\_\_\_\_ County: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_

Please return this form to the PSAB Training and Professional Development Department, 2941 North Front Street, Harrisburg, PA 17110. Or, pay securely online and complete this information at [www.boroughs.org](http://www.boroughs.org) under "Training".

## Training Discount PROGRAM



Designed for townships, cities, counties, and municipal authorities



Select "Training Discount Program" on [www.boroughs.org](http://www.boroughs.org) under "Training"  
**Pennsylvania State Association of Boroughs**  
 2941 North Front Street  
 Harrisburg, PA 17110



[www.boroughs.org](http://www.boroughs.org) under "Training"



# Training Discount PROGRAM

Without question, reductions in training and other forms of professional development have a negative impact on productivity, customer service, and morale. While training opportunities can be costly and mean time away from the office, it is critical. Training has proven to improve performance and employee satisfaction. *Here's where we can help.*

The Pennsylvania State Association of Boroughs (PSAB) offers a Training Discount Program as an affordable way to keep your staff informed and performing to the best of their ability. In 2015, PSAB offered 100 webinars and more than 50 classroom training sessions on topics like grant writing, public works management, and basic budgeting. Training Discount Program members also get access to the PA Municipal Legal Update at a reduced rate.

For just \$125 each year, your municipal staff is eligible to take advantage of all PSAB sponsored training at the discounted member rate. This rate also gets you access to free webinars. Some training opportunities also offer CBO, CEU, and CLE credits.

Don't wait. For more information or to sign up securely online, visit the "Training" section of [www.boroughs.org](http://www.boroughs.org) or contact Terri Dickow at [tdickow@boroughs.org](mailto:tdickow@boroughs.org) or 800-232-7722, Ext. 1042. You can also complete the attached form and return it to PSAB.

## TRAINING OPPORTUNITIES

Here is a sample of some of the training topics to be offered in 2016. Quarterly free webinars are also included in the Training Discount Program.

### WEBINARS

\$40/members & \$75/non-members

- Effective and Legal Personnel Policies
- Parliamentary Procedures
- Open Records Act
- Understanding Unemployment Compensation
- The Benefits of an Effective Planning Commission
- The Sunshine Law
- The Ethics Act
- COSTARS: Cooperative Purchasing Program
- Municipal Record Retention
- Reorganization Meetings
- Cybersecurity

### CLASSROOM TRAINING

\$125/members & \$175/non-members

- Newly-Elected Municipal Officials Training
- Basic Budgeting
- Writing Effective Grant Proposals
- PA Municipal Legal Update
- Police Civil Service
- The Role of a Secretary/Administrator
- Planning & Zoning
- Public Works Management



## ABOUT US

The Pennsylvania State Association of Boroughs' Training & Professional Development Department provides accessible, affordable, and practical educational opportunities through various formats to municipal officials and employees to help them perform their duties and serve their communities more effectively.

Training has been a core mission of the Association since its inception in 1911. The Training & Professional Development Department has partnered with national, state, and local government organizations as well as private sector businesses to provide the most current and up-to-date training across the state.