

PROFESSIONAL DEVELOPMENT



**Pennsylvania
College of Technology**
A Penn State Affiliate

LEADERSHIP



Today's competitive business environment demands that successful companies develop and maintain top talent in order to stay ahead of their competitors. Nowhere within an organization is this need more critical than in its leadership structure. Focused, skilled leaders overcome the daily challenges of organizational operations, and they attract and retain top talent at every level.

The Penn College Leadership Series is designed to meet the unique challenges faced by leaders across the organizational structure, from front line supervisors to C-suite executives. Covering multiple topics across core competencies, this cutting edge series is a comprehensive solution to leadership development.

The Penn College Leadership Series is a fully integrated program with a continuously updated curriculum that is cutting edge in content and delivery.

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The Penn College Advantage

- ◇ Robust needs assessment process
- ◇ Integrated training across all organizational levels
- ◇ Customizable based on client needs
- ◇ Proven, industry-experienced instructors
- ◇ Interactive programming with experiential learning
- ◇ Research-based curriculum encompassing 35 competencies
- ◇ Multiple evaluation methodologies
- ◇ Deliverable to any location via our remote learning platforms

"Awesome instructor, very knowledgeable and keeps you interested in the subject matter. With all of the courses I have taken in my military and civilian career, this is by far the best I have ever attended."

Glenn O. Hawbaker, Inc. employee

PENN COLLEGE LEADERSHIP SERIES

FRONT LINE SUPERVISOR

Supervisory Fundamentals

- ◇ Understanding Supervisory Roles and Responsibilities
- ◇ Fostering Effective Communication in the Workplace
- ◇ Creating Cooperative and Collaborative Work Relationships
- ◇ Promoting Contemporary Leadership Practices

Performance Management

- ◇ Boosting Employee Motivation and Engagement
- ◇ Communicating Employee Performance Expectations
- ◇ Improving Employee Performance Through Coaching
- ◇ Address Employee Performance Situations Not Easily Resolved

Teamwork and Cooperation

- ◇ Understanding Team Roles and Responsibilities
- ◇ Developing Team Skills and Processes
- ◇ Resolving Team Issues and Challenges
- ◇ Enhancing Influence and Negotiation Skills

Workplace Challenges

- ◇ Solving Problems Using a Systemic Approach
- ◇ Treating Time and Priorities as Valuable Resources
- ◇ Leading Timely and Effective Meetings
- ◇ Understanding and Resolving Conflict

Workplace Improvement

- ◇ Evaluating Customer Wants and Meeting Expectations
- ◇ Creating a Culture of Continuous Improvement
- ◇ Identifying and Implementing Opportunities for Improvement
- ◇ Creating Presentations Audiences Value

MID-LEVEL MANAGER

People, Process, and Operations

- ◇ Interpreting the Changing Role of the Leader
- ◇ Leading People Through Change
- ◇ Improving your Relationship Skills to Boost Results
- ◇ Understanding and Resolving Conflict
- ◇ Coaching for Exemplary Performance
- ◇ Learning to Lead People Effectively
- ◇ Learning to Solve Problems and Achieve Ethical Results
- ◇ Examining Financial Knowledge Essentials
- ◇ Developing Project Costs and Budgets
- ◇ Leading Complex Projects and Managing

SENIOR EXECUTIVE

Strategic Initiatives

- ◇ Building your Leadership Competence
- ◇ Facilitating Strategic Planning
- ◇ Finding and Retaining Customers
- ◇ Leadership Tools: Data and Measurement
- ◇ How to Attract and Develop Employees
- ◇ Managing Operations and Quality
- ◇ Establishing an Operational Focus
- ◇ Leading for Innovation and Results
- ◇ Supporting Innovation by Applying SBIR Phase III Commercialization Practices

Companies that invest in leadership training realize the benefits in multiple areas of their organization.



pct.edu/workforce

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Penn College operates on a nondiscriminatory basis.