

Quality leaders improve your workforce.

Ready to take your business to the next level? Encourage your key employees to enroll in a new **Supervisory/Team Leader Program** beginning this fall at Pennsylvania College of Technology.

This affordable training program, presented by Workforce Development & Continuing Education, is offered in four levels, each comprised of four half-day sessions.

Supervisory/Team Leader Program – Level I

Level I sessions begin in January. Cost is only \$595 for four half-day sessions.

The Changing Role of the Supervisor: Emerging Roles & Responsibilities	Thursday, Jan. 26
Developing Your Leadership Style	Wednesday, Feb. 8
Fostering Effective Communications	Thursday, Feb. 23
Solving Problems & Making Decisions	Wednesday, Mar. 7

Each session will be held from 8:30-11:30 a.m. at the Center for Business & Workforce Development at Penn College®.

The **Level I** program serves as a foundation for new leaders and provides existing leaders an opportunity to update their skills. Participants will explore the changing roles and expectations of leaders and learn to address situations, communicate to engage the workforce, solve problems, and make decisions.

Participants may choose to continue training with **Level II** sessions beginning in March 2012, **Level III** sessions in Fall 2012, and **Level IV** sessions in Spring 2013.

Coming in March 2012!

Supervisory/Team Leader Program – Level II

- Creating a Continuous Improvement Environment
- Building a Culture of Engagement & Empowerment
- Creating a High Performance Work Team
- Leading Through Conflicts in the Workplace

For more information or to register, contact

Workforce Development & Continuing Education
Pennsylvania College of Technology
One College Avenue • Williamsport, PA 17701
www.pct.edu/wdce
570-327-4775 • wdce@pct.edu

