

PROFESSIONAL DEVELOPMENT



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

BUSINESS



A COMPETITIVE EDGE

Companies in every sector of the economy recognize the value of investing in leadership, project management, building communication skills, people management, interpersonal skills, planning/organization, teamwork, and other vital sets of competencies as an essential way to gain a competitive advantage. Pennsylvania College of Technology's customizable array of classes is a current and complete training solution.

THE NEW CLASSROOM

Penn College facilities are state-of-the-art; however, the new classroom is not a location, it's a significantly improved method of delivering training. Companies receive specialized training with less disruption and at a lower cost than traditional methods.

The Penn College iris platform combines the convenience and flexibility of online delivery with the proven effectiveness of instructor-led sessions.. Many Penn College business training classes are available in this format, with additional courses under development. Call 570.327.4775 to learn more about this innovative option.



Covering the Entire Business Spectrum

- ◇ Penn College Leadership Series
 - Front Line Supervisor
 - Mid-level Manager
 - Senior Executive
- ◇ Project Management
- ◇ Communication
- ◇ Employee Engagement
- ◇ Team Building
- ◇ Quality
- ◇ Financial Essentials
- ◇ Conflict Resolution
- ◇ Customer Service
- ◇ Statistical Process Control
- ◇ Train the Trainer
- ◇ Continuous Improvement
- ◇ Human Resources
- ◇ Legal Aspects of Business
- ◇ Organizational Development



LEADERSHIP

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.



PROJECT MANAGEMENT

Delivering projects on-time, within budget, and that meet or exceed quality standards requires a unique set of knowledge, tools, skills, and techniques. Project managers need to plan, organize, and motivate their team while controlling protocols, resources, and procedures to achieve these goals. Penn College helps companies realize optimal project management results.



TEAM BUILDING

Teams are most effective when thoughtfully put together and provided with the tools and direction to work collaboratively to achieve maximum performance. Penn College works with companies to deliver best-practice instruction in team construction and with employees to improve team interaction.



COMMUNICATION

Strong communication skills are essential in every business and across all levels of an organization. With content covering presentations, negotiations, interpersonal communication, critical conversations, and more, Penn College has a complete array of courses to hone these skills.

Penn College meets important business-related skill development needs of companies through customizable, expert training and consulting.

CONTINUOUS IMPROVEMENT

EMPLOYEE ENGAGEMENT

HUMAN RESOURCES

ORGANIZATIONAL DEVELOPMENT

QUALITY

LEGAL ASPECTS OF BUSINESS

Many additional topics are available and customizable.

pct.edu/workforce

Workforce Development

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Penn College operates on a nondiscriminatory basis.