

LIMITED
OFFER

"TAKING THE LEAD"

Skill Building for Supervisors and Team Leads

EARLY REGISTRATION SPECIAL!

"TAKING THE LEAD"

SKILL BUILDING FOR SUPERVISORS AND TEAM LEADS

Time: 7 Hours, Price: ~~\$495.00~~ **\$395**

Wednesday September 24

8:30AM - 3:30PM

Location: Schmidt Training & Technology Center

Managers manage tasks – Leaders lead people. Highly effective leaders and team leads know themselves, their teams and their work and utilize this knowledge to consistently achieve results. The "Taking the Lead" program provides experiences, skills and tools to enhance both the mindsets and skillsets of leaders and positions them for success. Participants who attend this training will receive a RACC Workforce certificate upon completion of the class.

WHO SHOULD TAKE THIS COURSE:

- Supervisors and team leads
- Those in roles who would like to enhance both their leadership mindsets and skillsets.

Meet Our Instructor:



Jack Tongue is a learning & development leader with over 30 years' experience in the creation, development and delivery of training solutions. Jack's primary areas of focus are leadership, sales and operations. He has facilitated leadership, sales, customer service,

coaching, presentation, business writing, communication, and performance management programs.

Jack holds a Masters Degree in Instructional Systems Design from The Pennsylvania State University and a BS in Education from Millersville University. He served as an officer in the United States Marine Corps and was globally deployed.

PROGRAM HIGHLIGHTS:

Know Yourself

- Leading vs. Managing
- Determining Your Leadership Identity
- Developing Self-Awareness
- Demonstrating Resilience

Know Your Team

- Aligning to Team Behavior Styles
- Delegating Purposefully
- Providing Feedback & Coaching
- Building & Leading Engaged Teams

Know Your Work

- Communicating Effectively
- Establishing & Achieving Goals
- Prioritizing Time & Tasks
- Achieving Continuous Improvement

Offer valid through August 15, 2025. Company must enroll through links and select pay by invoice to receive \$100 off.



SCAN HERE TO
ENROLL!

OR

**CLICK
HERE TO
ENROLL**



WORKFORCE
READING AREA COMMUNITY COLLEGE
SCHMIDT TRAINING & TECHNOLOGY CENTER

For more information contact Pandora Mazzo at
pmazzo@racc.edu or call 610.372.4721 Ext. 5312