



Spring 2017 CAREER SHOWCASE

TeamBuilders Academy

is a Prince George's Community College Workforce Development Program, offering cohort-based accelerated adult career training.

TBA's mission is to provide job readiness-related soft skills training combined with occupational trade-related technical skills training. After instruction is provided to eligible Prince George's County residents they are matched with local employers.

Participants complete a rigorous 16-week training program.

The Spring 2017 Cohort is comprised of 4 Tracks in the following industries:

- Administrative Services
- Auto
- Construction
- Information Technology



Attention Employers:

Are you...

- Looking to hire skilled, qualified and/or trainable individuals?
- Interested in streamlining your current and future hiring needs?
- Searching for job applications who are residents of Prince George's County?
- Interested in partnering with the TeamBuilders Academy?

Hiring Event Details

- Date:** Monday, May 22, 2017
- Time:** Breakfast & Setup: 8:00am-8:45am
Doors Open to Applicants: 9am-12noon
- Location:** Westphalia Training Center
9109 Westphalia Training Center
Upper Marlboro, MD 20774
- Organizer:** TeamBuilders Academy
(301) 546-0964
teambuilders@pgcc.edu



Service Features and Benefits

CURRICULUM OVERVIEW

Administrative Services Track

The Administrative Services Track provides participants with basic knowledge and skills to start a rewarding career as entry-level, front office personnel.

Specifically, learning the fundamentals and importance of customer service, Microsoft Office Suite, Workplace Conduct, etc.

Developmental Disability Administration Program (DDA)

Prepares individuals who have a desire to support adult individuals with physical, intellectual and/or developmental disabilities. All training courses are approved by the Maryland Department of Mental Health and Hygiene, and meet state regulation requirements under COMAR 10.22.02.11.

Information Technology

Provides participants with the basic knowledge and skills to start a rewarding career as Help Desk Technicians and other IT support related positions.

The I.T. track participants will have a concentrated focus on the entire Microsoft Office Suite products. The projected outcome is the successful course completion, thus earning the coveted MOS certification.

Automotive Technician Track

Provides participants with basic knowledge and skills to start a rewarding career as an entry-level, service technician in the automotive service and repair industry.

Participants receive training in maintenance and repair of engine operations and brake, fuel and electrical systems.

Construction Track

Provides participants with basic knowledge and skills to enter into a Carpentry, Electrical or HVAC Apprenticeship training, Plumbing, Drywall Repair, and Building Maintenance Engineering Industries.

Hospitality

Prepares individuals for careers in the hospitality industry. It utilizes the START (Skills, Tasks and Results Training) curriculum developed by American Hotel & Lodging Association Educational Institute.

The training also focuses on exemplary service skills, professionalism, safety and security techniques, hotel front office operations skills, housekeeping skills, and food and beverage.

TeamBuilders Academy Core Training Modules

Professional Development Series:

- *Life's Development*
- *Customer Service*
- *Workplace Conduct*
- *Leadership*
- *Empowerment*



PRINCE GEORGE'S
COMMUNITY COLLEGE

TEAMBUILDERS
ACADEMY

SPRING 2017
HIRING FAIR
REGISTRATION FORM

Company: _____

Industry: _____

Address: _____

Contact Person: _____

Contact Telephone Number(s): _____

E-mail Address: _____

How many representatives will attend this event? _____

Will you need Electrical Outlets? _____

Do you have any additional needs? _____

Are you interested in reserving a private space to conduct on-site interviews? _____

Please fax or email this form no later than **May 8, 2017** to:
(301) 546-0989 or deadwyjt@pgcc.edu or andrea.mclaurin@pgcc.edu

For questions or additional information call (301)-546-0964