

WE TRAIN... YOU HIRE!

The Training Source, Inc. offers comprehensive Job Training Programs at no cost to eligible residents.

Through our program, participants gain the technical skills (e.g. Microsoft Office Suite), professional skills (e.g. business correspondence and job survival tips) and life skills (e.g. time and money management).

Our Program Success

- Graduating qualified and competent job seekers and helping them secure and retain meaningful employment with opportunities for advancement and growth.
- Helping local employers fill vacant positions with qualified and motivated workers to improve their bottom line and achieve their missions.

You Can Help

With Employer Partners like you, we can make a huge impact in our community. Consider hiring our graduates for your vacant positions!



The mission of The Training Source is to provide education, training and services that promote positive economic mobility.

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CONTACT US

Phone

(301) 499-8872

Address

59 Yost Place
Seat Pleasant, MD 20743

www.thetrainingsource.org



**EMPLOYER
PARTNERSHIPS**



PARTNER WITH US

- Contact us for assistance with filling your vacant positions
- Tell us your hiring needs and we will incorporate your requirements into our training programs that include computer skills, professional skills, life skills and certification testing and training
- Come speak to our graduating classes about your job openings, and conduct real or mock interviews to help them prepare

AVAILABLE CANDIDATES

Program graduates seek full-time career opportunities and/or positions, such as:

Office & Professional Services

Guest Services Gold Customer Service Certified

- Administration/Management
- Clerical/Administrative Support
- Human Resources Assistant
- Customer Service Representative
- Finance/Accounting
- Retail Supervisor

Hospitality

Front Desk Specialist Certified

- Guest Service Professional
- Front Desk Representative
- Concierge
- Call Center Representative

Healthcare

Certified Medication Technician

- Certified Medication Technician
- Medical Administrative Assistant
- Certified Nursing Assistant
- Geriatric Nursing Assistant



CERTIFICATIONS

Industry-recognized certifications are awarded to students who meet industry testing and eligibility standards.

American Hotel & Lodging Association provides the Guest Services Gold Customer Service and Front Desk Specialist Certifications. Maryland Board of Nursing provides the Certified Medication Technician Certification.

THE TRAINING SOURCE

The Training Source, Inc. is an award winning 501(c)(3), non-profit that provides comprehensive job training programs for the unemployed, youth development programs, safety-net services for families in-need and professional training for employers.

