

Get on board the eTrain!



eTrain Course

Planning & Documentation (9 contact hours)

This course was designed to help workforce and career development professionals, as well as vocational rehabilitation, social services and other human services professionals, better plan and document the services they deliver to their customers and clients. This course explores powerful secrets that will improve your planning and documentation skills.

Participants will:

- ⇒ be introduced to the three keys for planning success;
- ⇒ have the opportunity to reflect on the impact an IEP has on planning;
- ⇒ identify a fail-safe approach for writing case notes that is guaranteed to improve those notes, even if the case manager is not naturally a good writer.

**To register print the following registration form and fax to
(919) 329-5599.**



For more information contact **Gene**

gscott@nccommerce.com

eTRAIN REGISTRATION FORM

Please complete one form per course, per person. * All information must be complete!

Name of course: **Planning and Documentation**

Name _____

Title _____

Employing Agency _____
(name as it should appear on your name badge)

Agency Address _____

City _____ State _____ ZIP _____

Agency Phone _____ Fax _____

Email _____
(confirmation will be sent via email approx. one week prior to training date)

Special Needs: _____

Return to: Workforce Development Training Center ♦ 4351 Mail Service Center
Raleigh, NC 27699-4351 ♦ FAX 919-329-5599
mbarefoot@nccommerce.com

REGISTRATION FEE: \$90.00

Please fax in a copy of this form and send in original with your payment. Make check or money order payable to NC Dept of Commerce/Workforce (FEID: 56-1611847)

For WDTC Office Use Only

Date Registered _____ Reg. # _____ Date Paid _____

Amount Paid _____ Deposit Date _____

Check # _____ Agency _____ Personal _____