



January 3, 2010

**Magoo's**



**Training & Organizational Development**

Make Check Payable to: **Garnell V. Bailey**

Magoo's Training and Development  
708 Spooner Avenue  
Plainfield, New Jersey 07060

**Invoice #7129-01-2010**

**Subject: The Relevance of Documentation to the workplace.**

This Training and Development Program is designed to specifically address the topics below in an effort to increase worker productivity and reduce liability to PMUA. Note the following subject areas:

- \*Human Resources
- \*Documentation
- \*Professionalism

In addition to the organizational obligations and the application of the above, each Supervisor/Manager will better understand what is expected of them.

**Delivery:**

The training will be instructor led and conducted from January 12<sup>th</sup> through January 14<sup>th</sup>, 2010.

**Location:**

TBA

**Cost of Program \$14,800.00**

**Fees include: Compilation of Data, Report of Findings, All Required Training Materials, etc...**

**Maximum Class Size (25)**

**Note: Invoice paid within 5 days of receipt receives a 3% discount.**