

**Requisition
W.I.C. PROGRAM**

Req # 00212895

PO #

Date: 03/14/12

Bill To: x
x

Vendor: 394386
WORLD CLASS TRAINING
7580 U.S. MILITARY
BROWNSVILLE TX 78523
FAX (956)547-9909

Ship To: W.I.C. PROGRAM
3105 W. UNIVERSITY DR
EDINBURG TX 78539

Contact: MGONZALEZ
956-381-4646

Contract No:

Special Instructions:

CC: 3/20/12

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	LOT	21ST CENTURY SUPERVISOR TRAINING, APRIL 18, 2012, MCALLEN CHAMBER OF COMMERCE, MCALLEN, TX DO NOT DUPLICATE ORDER IN HOUSE TRAINING FOR WIC SUPERVISORS 21ST CENTURY SUPERVISOR @THE MCALLEN CHAMBER OF COMMERCE, MCALLEN TX. FOR APRIL 18, 2012. <u>Account No</u> 2-1292-441-00-350-001-2-584 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	3,450.00 <u>Encumbrance</u> 3,450.00 Freight Total	3,450.00 0.00 3,450.00

Authorized By: _____



TRAINING PROPOSAL/ AGREEMENT *Amended*

March 14, 2012

Dear Norma Longoria:

World-Class Training hereby proposes to provide an in-house presentation for your staff.

The details are as follows:

COURSE TITLE (TOPICS TO BE COVERED):

THE 21st CENTURY SUPERVISOR

- Understanding Today's Supervisory Challenges
- Providing Effective Leadership
- Communicating Effectively
- Appraising Employee Performance
- Managing Workplace Negativity
- Personal Development: Managing Priorities & Time

DATES/ DURATION:

Wednesday, April 18, and Friday, April 20, 2012 (2 full days)

LOCATION: McAllen Chamber of Commerce (subject to change)
1200 Ash Avenue
McAllen, Texas United States 78501

COST:

On-Site Training \$2,950.
plus the cost of the facility, not to exceed \$500.

Full tuition is due within ten (10) business days following program completion.

Please note: In addition to the previous pricing, the client is responsible for all facilities, audio-visual equipment, and any other expenses incurred in the production of this workshop. All prices are quoted in U.S. dollars.

CANCELLATION POLICY:

If you cancel your workshop less than 10 business days prior to the event, a **\$750** penalty will be charged. Also, any costs that WCT has incurred prior to the cancellation date will be charged to your company. **Please note**, if you schedule another in-house workshop, the **\$750** penalty will be deducted from your final invoice.

EQUIPMENT REQUIRED & CLASSROOM SET-UP:

WCT will provide a diagram for the classroom set-up and communicate equipment requirements seven days prior to the workshop.

We shall contact you approximately two weeks prior to your workshop to review the final details of your program. Please do not hesitate to contact us if you need further information for your planning.

Yours truly,



Martha Valdez, MBA, PHR
Sr. Professional Skills Trainer &
HRM Consultant

ACCEPTANCE OF PROPOSAL

The proposed price, terms and conditions are hereby accepted by the Hidalgo County W.I.C., 3105 W. University Drive, Edinburg, Texas 78539. You are authorized to present W.I.C. with the training program herein proposed.

ACCEPTED:

Authorized Signature _____ Date ___/___/___

Official Title _____

Please mail, fax, or e-mail your signed agreement to:

World-Class Training
Attn: Registration

P.O. Box 4046
Brownsville, TX. 78523-4046
tel: 956-504-9287
fax: 956-547-9909
info@worldclasstraining.org
www.worldclasstraining.org