



FRONTLINE FOCUS
THE CHICAGO JOBS COUNCIL
TRAINING INSTITUTE



Documentation of Case Notes

Do you often feel rushed to complete case notes between appointments? Do you struggle with what needs to be included? Or left out? Through this training, learn to write more concise, clear, relevant and useful case notes.

After attending this training, you will be able to:

- Transform client interactions into useful documentation
- Write more succinct, accurate case notes
- Balance legal, ethical, and organizational case note goals

Date & Time:

Friday, April 12, 2019
9:00 AM - 1:00 PM

Location:

Chicago Jobs Council
29 E. Madison, Suite 1700
Chicago, IL 60602

\$ Cost:

\$85 CJC members
\$60 non-members
Scholarships available.

? Questions?

Cheryl Hester
FFT1 Administrator
312-252-0460 ext. 108
cheryl@cjc.net

[Register Now!](#)

** If you are a CJC member, you must use your CJC login name and password when registering to access the discounted member price.*

Frontline Focus Training Institute is the capacity building arm of the Chicago Jobs Council.

Find out more about Frontline Focus online at www.cjc.net/frontline-focus/ and on social media:



The Chicago Jobs Council moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity building. Since its establishment in 1981, the Jobs Council's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people into the workforce.

Support our work with a tax deductible [donation](#).



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