

10 April 2000



Darren Pereira
LMA Course Facillitator
Suite 10 Moncroft House
93-95 Rose Street
Essendon 3040

Dear Darren,

Re: Effective Personal Productivity Course

Having just completed the Effective Personal Productivity Course, I must express my satisfaction on the way the course has improved my skills as an individual seeking effective personal productivity and as a team leader.

The course promoted effective personal productivity through amongst other things, delegation, empowerment and spending more time on high pay off activities.

As a result of this course I am spending more time on planning and goal setting. This has been gained through effective delegation and managing priorities using techniques gained from this course.

Being relatively new in the team leader's position the course material itself was extremely beneficial. Equally as beneficial was the workshop discussions in which you heard the experience of team leaders, new and old and in various fields.

I believe as a result of this course I have become a more rounded team leader who can structure his day and future better than before this course. I am more goal orientated in both my business and personal life.

Overall the course has been of great assistance both as a team leader and as an individual.

Yours sincerely,

Blair Michie

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