



ASSOCIATION OF LEGAL ADMINISTRATORS
MILE HIGH CHAPTER

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Ms. Suzanne Updegraff
Employee Development Systems, Inc.
801 W. Mineral Avenue
Littleton, Colorado 80120-4501

Dear Suzanne:

I just wanted to say "Thanks!" again for giving such a wonderful presentation for our second ALA Core Competency Course. As I expected, your information on "Leading professionalism" was extremely practical and informative – just what members of our organization were looking for! Your presentation certainly provided food for thought on the ramifications of not being aware of what constitutes true professionalism! Your ability to teach about leadership and professionalism, was a task in itself considering the early morning hours and uncontrolled commuter problems going on that morning. In addition, your humorous and comfortable presentation style was exactly what we needed in order to relax and learn as much as we could. The feedback I received – and that I assume you received as well – was very positive!

On a personal note, I am delighted that I have had the opportunity to meet with you. Please contact me when your schedule permits so that we may schedule a lunch date some time in March.

Best regards,

ASSOCIATION OF LEGAL ADMINISTRATORS

Donnell A. Kisa
Program Co-Chair, Mile High Chapter

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Enclosure