

STATE OF COLORADO



Colorado Department of Human Services

people who help people

OFFICE OF PERFORMANCE IMPROVEMENT
Sheila Aderman, Manager

TRAINING AND CONSULTING SERVICES

3550 West Oxford Avenue, 3rd Floor
Denver, Colorado 80236
Phone 303-866-7160
TDD 303-866-7105
FAX 303-866-7102
www.cdhs.state.co.us

Rosalind Bedell
Director



Bill Owens
Governor

Marva Livingston Hammons
Executive Director

February 24, 2003

Ms. Suzanne Updegraff, President
Employee Development Systems, Inc.
7308 S. Alton Way, Suite 2-J
Englewood, CO. 80112

Dear Suzanne:

We at the Colorado Department of Human Services have been delivering Increasing Personal Effectiveness for two years now, and have seen almost 200 of our employees attend the sessions. It is one of our most popular offerings, and consistently one of our highest-rated sessions. Let me also share a few of the student comments from our session last week:

"A great focus on myself and where I am going! A motivator."

"It has already made a difference in how I relate to my job. It has helped me see how to keep a more positive attitude."

"I will apply the principles in my everyday experiences. I felt it would be most beneficial at work, but I will also apply to personal experiences!"

"The class was fun and both instructors were competent, interesting and enjoyable."

These are typical of the comments we receive each and every time we deliver the course. We almost always have a full class with others on a waiting list to get in. I wish we were able to offer it even more often than we do presently.

The course materials are designed so that both participants and instructors can follow quite easily, and the mixture of presentation to demonstration to individual and group activity appears to be just right. We encourage anyone needed a little direction to become more effective in their personal and professional lives to take advantage of IPE.

Sincerely,

Ken Dobrovolny
Employee Training Manager

