

By Prayer

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Dear Baha and Margie

I want to thank you for the Seminar you lead for 21 of our staff members at SIM CANADA. As we have reviewed the day seminar as a leadership team we came to some very definite conclusions. They are:

1. The material you used was very specific, it was very practical and yet it fit into a process that was very overarching with the different modes of communication.
2. The pre and post surveys helped our employees understand the impact the seminar had on them as they changed their work habits by implementing many of your ideas.
3. The seminar was more a philosophy of managing information and resources, which worked its way out in very practical suggestions.
4. The survey data highlighted a growing problem in our office and your seminar was right on target.
5. I was amazed at the time given to individuals in the seminar for one-on-one mentoring and even helping them with their filing system and desk top management.
6. While our staff now have the skills to work with this growing challenge, their increased effectiveness in dealing with information has made our organization more efficient.
7. You clearly laid out the areas we would deal with and you succeeded in meeting your objectives as well as our own. The following survey data indicates the average responses of our employees with regard to pre and post testing in the following areas. . The realized improvements are as follows:

❖ Filtering system - the ability to prioritize and focus on higher value roles and goals	19.6% improvement
❖ Inbox load - the effective handling of the flood of demands created by e-mail, phone, paper, interruptions, and meetings	21.7% improvement
❖ Information management - creating a clutter free filing system that improves the timely access to needed information	27.7% improvement
<b>Overall improvement</b>	<b>22.8%</b>

This was a must seminar for our organization. We look forward to the next seminar for 20 more of our folk to go through it.

Thank you again for a great day and your input into SIM CANADA.



Gregg Bryce  
Executive Director, SIM CANADA

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strengthening,  
and partnering churches  
around the world.