

November 23, 1999

**TO WHOM IT MAY CONCERN**

**Re: Effective Personal Leadership Course**  
**O'Connor Leadership Development Inc.**

In June of 1999, The Effective Personal Leadership course was presented to me by our Regional Senior Vice President, Mr. Evan Welbourn.

Evan had researched the course content and believed it to be of value for the right candidate. I was seeking further training to enhance my management skills, and upon reviewing the course content, decided to participate in the training.

The course proved to be more beneficial and operatively constructive than I originally anticipated. I believe this is due to the "total person" perspective the course is designed around.

Some of my accomplishments achieved through the course are:

- Recognition of "bottle necks" and their cause in my day to day activities
- Ability to address "road blocks" to achieving desired end results
- Improved planning and goal setting
- Tracking of goals
- Improved focus on key growth areas which allows for success
- Prioritizing
- Time management
- Balance of various aspects of life

I would highly recommend the course and O'Connor Leadership Development Inc. as a means to achieving advanced management leadership skills. If you have any questions, please feel free to contact me.

Yours truly,

**TrizecHahn Office Properties Ltd.**



Nicholas K. Moore  
Manager, Leasing & Operations

NKM/wb