



Department of Energy

Washington, DC 20585

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Jeff,

Congratulations on the speech you gave at the DOE HR and training symposium last Tuesday. The topic was timely, and you presented the material on the new innovations in a way that everyone could understand. I personally feel much more confident working with more "breathing space" now than I did before your presentation. Thank you for a very valuable experience.

As for some feedbacks, I have the following observations:

- The objectives were presented clearly – You repeated each main point every time you added a new one, and that really helps us to remember. The hand gestures help me to remember the 5 things you talked about – population, information, media, paper, and choices. If we can remember these things, we could better deal with them in paring down.
- The knowledge and skills were presented effectively – your talk was a great way to kick off the symposium. Thank you for bringing the energy and laughs to you're your sharing of personal stories is effective as it helps me to relate the obstacles in my own life. The use of statistics are great as well because it really us to put things in perspective.
- Additional materials provided – the notes looked great. Concise and to the point where I can use it as a future reference. Couple of suggestions to make them even better: 1. it would be great if you could provide copies for everyone in the audience. 2. Also, to be consistent with the theme of reducing paper clutter, maybe a reference card that fits in a wallet with a link to your website address may be more helpful.

Thank you very much for an enlightening and stimulating presentation.

Yours truly,

A handwritten signature in black ink, appearing to read "Richard Chan".

Richard Chan

