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From: Serghini, Philip
Sent: Tuesday, November 06, 2001 1:03 PM
To: Merlo, Ellen
Cc: Comes, Cheryl M.; Culley, Liz; Pfeil, Michael E.; Hanson, Terry D.; Koenig, Denise A.; Hamdon, Colleen B.; Warren, James W. (PMUSA); Tapie, Monique N.
Subject: Communispond Contract - Presentation Skills

Ellen - I wanted to get back to you on behalf of the Professional Development Council to address your questions about the Communispond contract, the vendor that the Professional Development Council selected to conduct the two-day Executive Presentation Skills Seminar in Richmond, Nov. 12th and 13th.

You asked:

1. Who will be attending?; and
2. How did we choose this vendor?

First, below is the most recent list of attendees .. We still have space for 4 additional attendees due to some recent schedule conflicts/travel concerns . Attendees were selected by their managers after Cheryl sent an e-mail to Terry, Mike and Liz asking for nominations based on individual developmental needs and interests.

Second, we first heard of Communispond through Denise McQueen who was able to take the same course offered through Corporate, Corporate Affairs. We then spoke to Tara Stanley in that department to get more information and, it turns out, Communispond is the vendor they've used for a few years to do presentation skills training. Based on positive recommendations about the course, we then met with Communispond to make sure their program fit with our needs. We were all in agreement with this vendor and were especially receptive to their apparent ability to individualize the training for everyone in the group despite level of experience.

List of attendees:

1. Holly Borgmann
2. Danielle Burenstein
3. Alexandra Crotty
4. Kim Farlow
5. Denise Koenig
6. Philip Serghini
7. Cheryl Sesterak
8. Robin Stansel
9. Liz Wilkes
10. Monique Tapie
11. Mary Pearce
12. Patty Wells

Please let us know if you have other questions or need additional information. Thank you.