



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

SEP 24 2001

Ms. Jo Anna McWilliams, DTM
2000-2001 International President
Toastmasters International
23182 Arroyo Vista
Rancho Santa Margarita, CA 92688

Dear Ms. McWilliams:

The Office of Personnel Management (OPM) applauds the accomplishments of Toastmasters International over the years in providing a valuable and useful service to Federal employees. We are embarking on a new millennium. Every day we are introduced to new technologies, new work environments, and new skills. The Toastmasters International experience can help employees gain the necessary skills to speak, listen, and think in ways that broaden their abilities and helps create a skillful and talented workforce.

Over the years I have supported the work of Toastmasters International and have encouraged managers to invest in their employees' self-development by supporting on-site clubs with the help of these guidelines:

1. Managers may pay for the charter fee and the Toastmasters International membership fee as a condition for obtaining the training they believe an employee needs to improve his/her performance. However, after an employee masters public speaking and leadership skills, the membership fee becomes the employee's personal responsibility.
2. Managers may allow an employee to attend Toastmasters Club meetings during work hours, even if the employee pays the membership fee. Promoting employee self-development is an important part of a Federal manager's job.

OPM, like many other agencies, has a strong and vibrant Toastmasters Club. We encourage employee involvement because we have found that it is an effective way to enhance employee communication skills which, in turn, fosters self-confidence and personal growth.

Sincerely,

A handwritten signature in cursive script that reads "Janice R. Lachance".

Janice R. Lachance
Director