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## Brenda Eckstein

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**Enhance Your Executive Skills (EYES)**

**From:** Brenda Eckstein <[brenda@strategy-leadership.com](mailto:brenda@strategy-leadership.com)>   
**Sent:** Saturday, 06 August 2022 20:08

**Dear Participant,**

I’m looking forward to interacting with you during the ‘Enhance Your Executive Skills’ (EYES) course.  We have a wonderful diverse group of quality participants and some of the ‘alumni’ who have completed previous courses will join us for various sessions.  So you are likely to enjoy great learning and networking opportunities.

**Each person’s book has been printed and we are ready to start.  The dates are as follows:**

* Session 1:  Tuesday, August 16th
* Session 2:  Wednesday, August 24th
* Session 3:  Tuesday, September 6th
* Session 4:  Tuesday, September 20th
* Session 5:  Tuesday, September 27th
* Session 6:  Tuesday, October 4th

Before the start, I’d be pleased if you could do the **VIA Strengths Test**.  Following the instructions, you’ll see that there are 240 questions but it doesn’t take long and please just answer spontaneously with your immediate response.   Please send your results of your top five character strengths to me via e-mail as soon as possible, and at least 2 days before the start of the programme.

**Attached to this message are:**

1. VIA Character Strengths Instructions.
2. The International Coaching Federation Code of Ethics (by which I am bound) – for information
3. An indemnity for you to sign and return to me.

Invoices have been sent to each person, or to a representative of your firm and thank you to those who have already paid.

Please remember we’ll start the course promptly at 3:30pm but please try to be here as soon after 3pm as possible.  We have tea and home-made cakes between 3:00 and 3:30pm and there are great networking opportunities.

I look forward to seeing you on the 16th at 3pm!

Kind regards and thanks,

Brenda