

Invitation to Staff Training: Effective Communication Techniques

Dear [Employee's Name],

We are pleased to invite you to our upcoming training session on **Effective Communication Techniques**. This training is designed to enhance your communication skills and foster a more collaborative work environment.

Details of the Training:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Duration: [Insert Duration]

What to Expect:

- Understanding different communication styles
- Practicing active listening
- Enhancing verbal and non-verbal communication
- Tips for effective feedback

Please RSVP by [Insert RSVP Date] to confirm your attendance.

We look forward to your participation in making our communication more effective!

Best regards,

[Your Name]

[Your Position]

[Your Company]