

# Skill Transfer Workshop Schedule

Dear Participants,

We are excited to share the schedule for the upcoming Skill Transfer Workshop. Please find the details below:

## Workshop Schedule

Date	Time	Session Title	Facilitator
November 1, 2023	10:00 AM - 12:00 PM	Effective Communication Skills	Jane Doe
November 3, 2023	1:00 PM - 3:00 PM	Project Management Essentials	John Smith
November 5, 2023	10:00 AM - 12:00 PM	Leadership Development	Emily Johnson
November 7, 2023	1:00 PM - 3:00 PM	Creative Problem Solving	Michael Brown

Please make sure to register ahead of time and arrive promptly to each session. We look forward to an engaging and productive workshop!

Best regards,

The Workshop Coordination Team