

Upcoming Role-Specific Training Sessions

Dear Team,

We are pleased to announce the schedule for the upcoming role-specific training sessions. Please find the details below:

Training Schedule

Date	Time	Session Title	Trainer
March 1, 2024	10:00 AM - 12:00 PM	Effective Communication in the Workplace	John Smith
March 3, 2024	1:00 PM - 3:00 PM	Project Management Essentials	Jane Doe
March 5, 2024	9:00 AM - 11:00 AM	Advanced Problem Solving	Emily Johnson

Please make sure to mark your calendars and attend the sessions relevant to your role. If you have any questions, feel free to reach out.

Best regards,

Your Training Coordinator