

Sales and Service Training Program

Dear Team,

We are excited to announce a comprehensive Sales and Service Training Program designed to enhance our team's skills and improve customer satisfaction.

Program Overview

The training will cover the following essential topics:

- Effective Communication Techniques
- Understanding Customer Needs
- Sales Strategies and Techniques
- Resolving Customer Complaints
- Service Excellence

Program Schedule

The training program will take place over a period of four weeks, commencing on **April 10, 2024**.

Each session will be held every Wednesday from **2:00 PM to 4:00 PM** in the main conference room.

Training Materials

All participants will receive a training manual and additional resources to assist in their learning.

Registration

Please confirm your attendance by replying to this email by **April 1, 2024**.

We look forward to your participation in this valuable training opportunity!

Best Regards,

Jane Doe
Training Coordinator
XYZ Company