

Governance Training Schedule for Board Members

Dear Board Members,

We are pleased to announce a series of governance training sessions designed to enhance our board members' knowledge and effectiveness. Below is the schedule for the upcoming sessions:

Training Sessions

Date	Time	Topic	Facilitator
June 5, 2023	10:00 AM - 12:00 PM	Understanding Board Responsibilities	Jane Doe, Governance Expert
June 12, 2023	10:00 AM - 12:00 PM	Legal and Ethical Considerations	John Smith, Legal Advisor
June 19, 2023	10:00 AM - 12:00 PM	Best Practices in Board Leadership	Emily Johnson, Leadership Coach

Please confirm your attendance by responding to this email by May 30, 2023. We look forward to your participation in these valuable sessions.

Best Regards,

[Your Name]
[Your Title]
[Your Organization]