

# Healthcare Training Session Details

Dear Team,

We are pleased to announce our upcoming healthcare training session. Please find the details below:

**Date:** March 15, 2024

**Time:** 9:00 AM - 1:00 PM

**Location:** Conference Room B, Main Hospital

**Trainer:** Dr. John Smith, MD

**Topics Covered:**

- Patient Care Protocols
- Effective Communication in Healthcare
- Updates on Medical Regulations

Please confirm your attendance by March 1, 2024.

Thank you,

Best Regards,  
Jane Doe  
Training Coordinator  
Healthcare Services