

# Hospitality Training Day Schedule

Dear Team,

We are excited to announce our upcoming Hospitality Training Day. Below is the schedule for the day:

## Training Day Schedule

Time	Session	Instructor
09:00 AM - 10:00 AM	Customer Service Excellence	John Doe
10:15 AM - 11:15 AM	Effective Communication Skills	Jane Smith
11:30 AM - 12:30 PM	Resolving Conflicts	Mike Johnson
12:30 PM - 01:30 PM	Lunch Break	-
01:30 PM - 02:30 PM	Sales Techniques in Hospitality	Lisa White
02:45 PM - 03:45 PM	Team Building Activities	Sarah Brown
04:00 PM - 05:00 PM	Feedback and Q&A Session	Panel Discussion

We encourage everyone to attend and participate actively. Your engagement is key to making this training a success!

Best Regards,

The Training Team