

Internal Training Schedule

Dear Team,

We are pleased to announce the upcoming internal training sessions for the month of November 2023. Please find the schedule below:

Training Schedule

Date	Time	Topic	Trainer
November 5, 2023	10:00 AM - 12:00 PM	Communication Skills	Jane Doe
November 12, 2023	1:00 PM - 3:00 PM	Time Management	John Smith
November 19, 2023	10:00 AM - 12:00 PM	Team Building	Emily Johnson

Please ensure your attendance as these sessions are vital for your professional development. For any queries, feel free to reach out.

Best regards,

The Training Team