Upcoming Leadership Training Announcement

Dear Team,

We are excited to announce an upcoming leadership training program designed to enhance our skills and foster effective leadership within our organization.

Date: March 15-17, 2024

Location: Conference Room A, Main Office

Agenda:

- Day 1: Leadership Fundamentals
- Day 2: Effective Communication Strategies
- Day 3: Team Building and Conflict Resolution

This training is mandatory for all current and aspiring leaders. Please confirm your attendance by March 1, 2024.

We look forward to seeing all of you there!

Best regards,

The Leadership Development Team