

# Agenda for Upcoming Volunteer Workshops

Dear Volunteers,

We are excited to announce the upcoming volunteer workshops. Please find below the agenda for the sessions:

## Workshop Details

- **Date:** March 15, 2024
- **Time:** 10:00 AM - 3:00 PM
- **Location:** Community Center, Room A

## Agenda

1. **10:00 AM - 10:30 AM:** Registration & Welcome
2. **10:30 AM - 11:30 AM:** Introduction to Volunteer Roles
3. **11:30 AM - 12:30 PM:** Workshop 1: Effective Communication Skills
4. **12:30 PM - 1:30 PM:** Lunch Break
5. **1:30 PM - 2:30 PM:** Workshop 2: Team Building Activities
6. **2:30 PM - 3:00 PM:** Closing Remarks & Q&A

Please RSVP by March 1, 2024, to confirm your attendance.

Thank you for your commitment and dedication!

Best Regards,  
Your Volunteer Coordinator