

Employee Training Schedule

Dear Team,

We are pleased to announce the following training sessions that all employees are required to attend:

Training Details:

Date	Time	Topic	Location
January 10, 2024	10:00 AM - 12:00 PM	Effective Communication	Conference Room A
January 15, 2024	1:00 PM - 3:00 PM	Project Management Basics	Room 101
January 20, 2024	9:00 AM - 11:00 AM	Team Building Strategies	Outdoor Training Area

Please ensure your availability for these sessions. Refreshments will be provided.

Thank you for your attention.

Best Regards,

HR Department