

Training Schedule Announcement

Dear Team,

We are pleased to announce a series of training sessions designed to enhance your skills and knowledge in our field. Below is the schedule for the upcoming training sessions:

Training Schedule

Date	Time	Topic	Location
March 1, 2024	10:00 AM - 12:00 PM	Effective Communication	Conference Room A
March 3, 2024	1:00 PM - 3:00 PM	Team Building Strategies	Conference Room B
March 5, 2024	9:00 AM - 11:00 AM	Conflict Resolution	Online Webinar

Please mark these dates on your calendar. Attendance is highly encouraged as these sessions are integral to our ongoing development.

If you have any questions, feel free to reach out to the HR department.

Best Regards,

Your Management Team