

Upcoming Staff Professional Development Sessions

Dear Team,

We are excited to announce a series of professional development sessions scheduled for the upcoming months. These sessions are designed to enhance your skills and support your growth within our organization.

Session Details:

- **Session 1:** Effective Communication Skills
- **Date:** March 15, 2024
- **Time:** 9:00 AM - 12:00 PM
- **Location:** Conference Room A
- **Facilitator:** Jane Doe, Communication Expert

- **Session 2:** Time Management Strategies
- **Date:** March 22, 2024
- **Time:** 1:00 PM - 4:00 PM
- **Location:** Conference Room B
- **Facilitator:** John Smith, Productivity Coach

Please mark your calendars and plan to attend. These sessions will provide valuable insights and tools to support your professional journey. RSVP by March 1, 2024, to confirm your attendance.

Best Regards,
[Your Name]
[Your Position]