

Team Skill Development Workshop Schedule

Dear Team,

We are excited to announce our upcoming skill development workshop designed to enhance our team's abilities and collaboration. Below is the schedule for the workshop:

Workshop Details

- **Date:** November 15-16, 2023
- **Time:** 9:00 AM - 4:00 PM
- **Location:** Conference Room B

Schedule

Time	Session	Facilitator
9:00 AM - 10:30 AM	Team Dynamics and Communication	John Smith
10:45 AM - 12:15 PM	Problem-Solving Strategies	Jane Doe
12:15 PM - 1:00 PM	Lunch Break	
1:00 PM - 2:30 PM	Time Management Skills	Emily White
2:45 PM - 4:00 PM	Team Building Activities	Alex Brown

Please ensure your attendance and prepare to engage in various activities meant to foster growth and teamwork. Looking forward to seeing everyone there!

Best regards,
[Your Name]
[Your Position]