

Interpersonal Skills Enhancement Program

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Enhancement of Interpersonal Skills for Effective Workplace Communication

Dear [Employee's Name],

I hope this message finds you well. As part of our commitment to fostering a collaborative workplace environment, we are excited to introduce an Interpersonal Skills Enhancement Program aimed at improving communication skills among our team members.

Throughout this program, you will have the opportunity to engage in various activities such as workshops, peer feedback sessions, and role-playing exercises designed to enhance your abilities in active listening, conflict resolution, and effective verbal and non-verbal communication.

We believe that improving interpersonal skills will not only benefit your personal growth but also contribute to our team's overall success. The first session is scheduled for [Insert Date and Time], and we encourage your active participation.

Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]