

Faculty Advising Training Schedule

Dear Faculty Members,

We are pleased to announce the upcoming Faculty Advising Training sessions for the academic year. Below you will find the schedule of training sessions designed to enhance your advising skills.

Training Schedule

Date	Time	Location	Session Title
January 15, 2024	10:00 AM - 12:00 PM	Room 101	Introduction to Effective Advising
February 5, 2024	1:00 PM - 3:00 PM	Room 202	Navigating Academic Policies
March 12, 2024	9:00 AM - 11:00 AM	Room 303	Understanding Student Needs
April 10, 2024	11:00 AM - 1:00 PM	Room 104	Creating Academic Plans

We encourage all faculty members to attend these important training sessions. Please RSVP by January 5, 2024, to confirm your participation.

Thank you for your commitment to supporting our students.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]