Skill Development Timetable for New Recruits

Date: **[Insert Date]**

To: **[New Recruits' Names]**

From: **[Your Name]**

Subject: Skill Development Timetable

Dear Team,

We are excited to welcome you to our organization. Below is the skill development timetable designed to enhance your capabilities and facilitate a smooth onboarding process.

Week	Day	Time	Course/Skill	Instructor
1	Monday	9:00 AM - 11:00 AM	Introduction to Company Policies	[Instructor Name]
1	Wednesday	1:00 PM - 3:00 PM	Effective Communication Skills	[Instructor Name]
2	Tuesday	10:00 AM - 12:00 PM	Time Management Strategies	[Instructor Name]
2	Thursday	2:00 PM - 4:00 PM	Team Collaboration Tools	[Instructor Name]
3	Friday	9:00 AM - 12:00 PM	Project Management Basics	[Instructor Name]

Please make sure to attend all sessions. If you have any questions, feel free to reach out.

Looking forward to your participation!

Best regards,
[Your Name]
[Your Position]