

Security Training Schedule for Museum Employees

Dear Museum Employees,

We are pleased to announce the upcoming security training sessions designed to enhance our safety protocols and ensure a secure environment for both our staff and visitors. Please find the schedule below:

Date	Time	Location	Trainer
March 5, 2024	10:00 AM - 12:00 PM	Conference Room A	John Smith
March 12, 2024	1:00 PM - 3:00 PM	Conference Room B	Jane Doe
March 19, 2024	9:00 AM - 11:00 AM	Exhibit Hall	Mark Johnson

Please RSVP by February 28, 2024, to confirm your attendance. Your participation is essential for maintaining a safe environment in our museum.

Thank you for your attention and cooperation.

Sincerely,
The Museum Management Team