

IT Department Team Building Workshop Schedule

Dear Team,

We are excited to announce the schedule for our upcoming Team Building Workshop. Below are the details:

Workshop Details

- **Date:** February 15, 2024
- **Time:** 9:00 AM - 4:00 PM
- **Location:** Conference Room A

Schedule

Time	Activity	Facilitator
9:00 AM - 9:30 AM	Welcome and Introduction	John Smith
9:30 AM - 10:30 AM	Icebreaker Activities	Jane Doe
10:30 AM - 12:00 PM	Team Challenge 1	Emily Johnson
12:00 PM - 1:00 PM	Lunch Break	-
1:00 PM - 2:30 PM	Team Challenge 2	Michael Brown
2:30 PM - 3:30 PM	Group Discussion	Sarah Williams
3:30 PM - 4:00 PM	Wrap-up and Feedback	John Smith

We look forward to seeing everyone there and having a productive workshop!

Best Regards,
The IT Department