Audit Software Implementation Training Schedule

Dear Team,

We are pleased to announce the training schedule for the implementation of our new audit software. Below is the detailed agenda:

Training Schedule

Date	Time	Session	Trainer
January 5, 2024	10:00 AM - 12:00 PM	Introduction to Audit Software	John Smith
January 6, 2024	1:00 PM - 3:00 PM	Data Entry and Management	Jane Doe
January 7, 2024	10:00 AM - 12:00 PM	Reporting Features	Emily Johnson
January 8, 2024	1:00 PM - 3:00 PM	Troubleshooting Common Issues	Michael Brown

Location

All training sessions will be held in the Main Conference Room, 2nd Floor.

RSVP

Please confirm your attendance by January 2, 2024.

Best Regards,
The Training Committee