

Customer Service Training Schedule

Dear Team,

We are pleased to announce the upcoming Customer Service Training sessions. This training is designed to enhance our customer interaction skills and improve overall service quality.

Training Schedule

- **Date:** January 15, 2024
- **Time:** 9:00 AM - 12:00 PM
- **Location:** Conference Room A
- **Facilitator:** Jane Doe, Customer Service Expert

Agenda

1. Introduction to Customer Service Excellence
2. Effective Communication Skills
3. Handling Customer Complaints
4. Building Customer Loyalty

Please confirm your attendance by replying to this email by January 10, 2024.

Thank you for your commitment to improving our customer service!

Best Regards,

Your Name
Customer Service Manager