

Workplace First Aid Training Schedule

Dear Team,

We are pleased to announce the upcoming First Aid Training sessions designed to enhance our workplace safety and ensure that our employees are prepared for emergencies.

Training Schedule

Date	Time	Location	Trainer
March 15, 2024	9:00 AM - 12:00 PM	Conference Room A	John Doe, CPR Instructor
March 22, 2024	1:00 PM - 4:00 PM	Conference Room B	Jane Smith, First Aid Expert
March 29, 2024	9:00 AM - 12:00 PM	Outdoor Training Area	Mike Johnson, Paramedic

Please confirm your attendance by replying to this email. If you have any questions, feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]