

Employee Training Session Schedule

Dear Team,

We are excited to announce the upcoming training sessions aimed at enhancing your skills and knowledge. Below is the schedule for the training sessions:

Date	Time	Training Topic	Trainer
March 1, 2024	9:00 AM - 11:00 AM	Effective Communication	Jane Smith
March 3, 2024	1:00 PM - 3:00 PM	Time Management	John Doe
March 5, 2024	10:00 AM - 12:00 PM	Leadership Skills	Emily Johnson

Please mark these dates in your calendar and make every effort to attend. Your participation is vital for your professional growth and the success of our team.

Thank you!

Sincerely,

The Training Department