

Corporate Training Schedule Announcement

Dear Team,

We are pleased to announce the upcoming Corporate Training sessions aimed at enhancing our skills and knowledge. Please find the details below:

Training Schedule

Date	Training Topic	Facilitator	Duration
April 10, 2023	Effective Communication	Jane Smith	3 hours
April 17, 2023	Project Management Basics	John Doe	4 hours
April 24, 2023	Leadership Skills	Emily Johnson	5 hours

Please make note of the dates and ensure your attendance. Registration for each session will be open until one week prior to the training date. Further details regarding the venue will be provided soon.

Thank you for your attention.

Best regards,
Your Training Coordinator