

Teaching Assistant Training Schedule

Dear [Assistant's Name],

We are pleased to provide you with the training schedule for your role as a Teaching Assistant. Below are the details for the upcoming sessions:

Training Overview

- **Workshop 1:** Introduction to Teaching Assistant Responsibilities
 - **Date:** [Date]
 - **Time:** [Time]
 - **Location:** [Location]
- **Workshop 2:** Effective Communication and Student Interaction
 - **Date:** [Date]
 - **Time:** [Time]
 - **Location:** [Location]
- **Workshop 3:** Classroom Management Techniques
 - **Date:** [Date]
 - **Time:** [Time]
 - **Location:** [Location]

Important Notes

Please prepare by reviewing the assigned readings before each workshop. Ensure you arrive 10 minutes early to each session.

If you have any questions, feel free to reach out to [Contact Name] at [Contact Email].

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]