

Departmental Restructuring Training Sessions

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name]

Subject: Outline for Upcoming Training Sessions on Departmental Restructuring

Overview

This letter serves to outline the training sessions scheduled as part of the departmental restructuring initiative.

Training Session Objectives

- Understanding the reasons for restructuring
- Identifying new roles and responsibilities
- Encouraging team collaboration
- Developing skills for transitioning into new positions

Session Schedule

1. **Introduction to Restructuring** - [Date and Time]
2. **Role Clarification and Expectations** - [Date and Time]
3. **Effective Communication during Change** - [Date and Time]
4. **Team-Building Activities** - [Date and Time]
5. **Feedback and Support Systems** - [Date and Time]

Expected Outcomes

Participants will leave the training sessions with a clear understanding of:

- The goals of the restructuring
- New operational frameworks
- Tools for effective collaboration

Action Items

Please confirm your attendance by [RSVP Date] and prepare any questions or topics you wish to discuss during the sessions.

Conclusion

Thank you for your cooperation during this transitional period. Together, we will make this restructuring a success.

Best Regards,

[Your Name]

[Your Position]

[Contact Information]