

Employee Development Workshop Schedule

Dear Team,

We are excited to announce our upcoming Employee Development Workshop. Please find the schedule below:

Workshop Schedule

Date	Time	Workshop Title	Facilitator
April 5, 2024	10:00 AM - 12:00 PM	Effective Communication Skills	Jane Smith
April 12, 2024	1:00 PM - 3:00 PM	Time Management Strategies	John Doe
April 19, 2024	10:00 AM - 12:00 PM	Leadership Development	Emily Johnson

Please RSVP by March 28, 2024, to secure your spot. We look forward to your participation!

Best regards,

Your HR Team