

Upcoming Staff Training Calendar

Dear Team,

We are excited to announce our upcoming staff training sessions for the next quarter. Please find the schedule below:

Date	Time	Training Topic	Location
February 5, 2024	10:00 AM - 12:00 PM	Effective Communication	Conference Room A
February 12, 2024	1:00 PM - 3:00 PM	Time Management Skills	Conference Room B
February 19, 2024	9:00 AM - 11:00 AM	Team Building Activities	Outdoor Training Zone

Please mark your calendars and make sure to attend. Your participation is crucial for enhancing our team's effectiveness.

If you have any questions, feel free to reach out to the HR department.

Best regards,

[Your Name]

[Your Position]

[Company Name]