

WELCOME!!

Dear Team,

Greetings!!

Welcome to the training session on _____ (Agenda).

Enclosed is the agenda for the training on “.....” (Topic) .

A broad outline of a 3 day session (2 day session on training & 1 Day for assessment /Performance appraisal session) is stated hereunder for reference:

Agenda :
Staff Pick up on 1-July-2016 @ 7:00 AM
Arrival @ Venue : (Hotel /location)
Day 1 : 1-July-2016 - Training on
Time : 9 am - 12:30. Tea/Coffee break at 11:30 am
Topic A: The ideal look and feel of a Professional Sales
Time : 12:30 pm - 6 pm Lunch break - 1:30 pm - 2:30 pm. Evening 15min Tea/Coffee break @ 4pm
Topic B: What's the big deal about identifying Customer ends?
Day 2: 2-July-2016
Time : 9am - 3pm. Includes 15 min Tea/Coffee Break @ 11:30am. Lunch break 1:30-2:30 pm
Topic C : Demonstrating Value in Products/Services
Time : 3pm- 5:30pm. Closing 5:30 – 6:30pm. Includes 15 mins Tea/Coffee break @4pm
Topic D : How to always 'Close with a Commitment'
Time 6:30:00 pm to 7:00 PM
SPOC ---
Staff Pick up from Hotel @ 7:00 PM for the dinner to Restaurant
DINNNER – 7:30 PM onwards
Day 3 : 3-July-2016 *(Travel plan)
10:00 Am onwards – Interaction with Head – Finance
Pick up @ 10:30AM
Assessment /Performance Appraisal @ :11:00 AM onwards

Happy Learning!

***For extensive details upon the same the employees should contact their Reporting Managers.**