



COMMUNICATING WORLD

World-Class Communication-Skills Training & Coaching

Sample Email to Inform Participants about the Upcoming Training Program.

Dear Team

Hope you're all having a great week!

We have invited [CommunicatingWorld](#) to conduct a 'Secrets to Effective & Attractive Virtual Presentations!' Online/Face-to-Face Training-Workshop on **1-2 March 2021**.

In preparation for this training, their team will be:

- Sending us a **few Pre-Training Emails**; and
- Creating a **WhatsApp Group Chat**

To prevent their emails from ending up in your spam/junk folder, **please add training@communicatingworld.com to your Email Contact List/Address Book.**

1. Step 1: Go to Your **Mailbox**
2. Step 2: Create a **New Contact**
3. Step 3: **Add training@communicatingworld.com**

Thank you and wish you a wonderful learning experience!

Cheers

(Your Name)

