Joining Instructions

Hi **[Insert Name]**,

I am delighted to invite you to a Maximising Opportunities Boost Workshop on **[Date]** at **[Time]** in **[Venue/Location].**

**The workshop will last [xx mins] and we will cover the following topics:**

* Options for organic growth: Ansoff Matrix
* The importance of cross-selling and upselling
* Our ‘Duty of Care’
* Our products and services
* The steps to effective cross-selling
* How we can maximise opportunities

You will need a notepad and pen for the session.

Please let me know if you have any questions.

Regards,

**[Facilitator Name]**