Joining Instructions

Hi **[Insert Name]**,

I am delighted to invite you to a Listening and Questioning Skills Boost Workshop on **[Date]** at **[Time]** in **[Venue/Location].**

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

* Listening skills and how to demonstrate active listening during conversations
* Understanding different questioning techniques
* Using questions to fact find and find opportunities - probing
* Using questions to build rapport
* Using questions to gain commitment
* How to use SPIN questioning effectively

You will need a notepad and pen for the session.

Please let me know if you have any questions.

Regards,

**[Facilitator Name]**