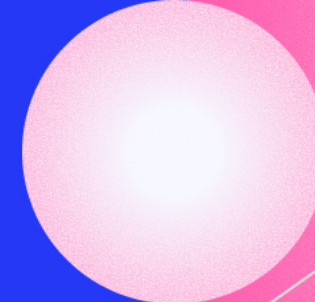




This is to certify that **Maria dos Santos**, holder of **Omang N° 123456789**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

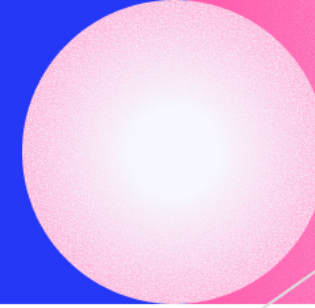
On 00/00/0000, totaling 35 HOURS, this course was offered in accordance with Botswana's National Policy on Education (Revised 1994), as regulated by the Ministry of Education and Skills Development



[Signature]
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Course Chapters

Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

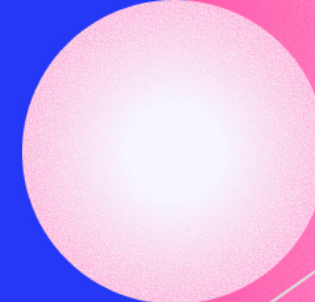
5. Crafting Formal Communications

6h



Don't miss this opportunity to learn from the experts in the field of business communication. This course is designed to provide you with the knowledge and skills you need to succeed in your career.





Course Chapters

 **Duration**

6. Preparing Corporate Presentations

1h

7. Creating FAQ Documents

1h

8. Employee Training and Support

1h

9. Conclusion

1h



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