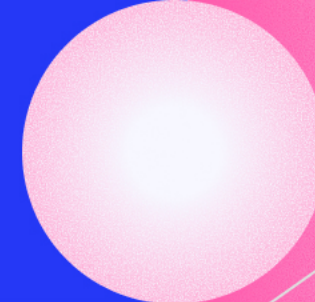




This is to certify that **Maria dos Santos**, holder of **Ghana Card N° GHA-123456789-1**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

On , totaling 35 HOURS, this course was delivered under lifelong learning education guidelines and in accordance with Ghana's Education Act, 2008 (Act 778), overseen by the Ministry of Education.

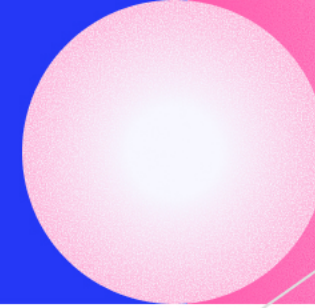


Ministry of Education
REPUBLIC OF GHANA

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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

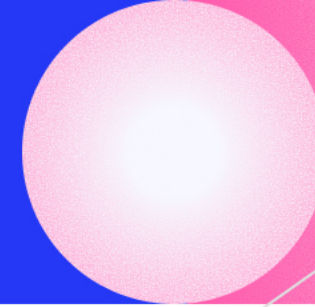
5. Crafting Formal Communications

6h



This is a sample document.
 It contains placeholder text for the purpose of this exercise.
 The content is not intended to be taken literally.
 Please disregard any specific details.





Course Chapters

 Duration

6. Preparing Corporate Presentations

1h

7. Creating FAQ Documents

1h

8. Employee Training and Support

1h

9. Conclusion

1h

Don't miss this opportunity to learn from the experts and gain valuable insights into the world of corporate communications. This course is a must-watch for anyone looking to advance their skills in this field.

