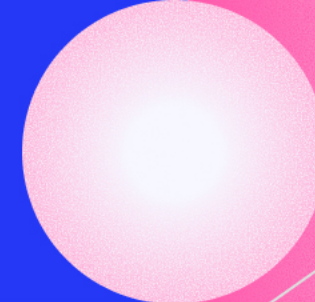




This is to certify that **Maria dos Santos**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

On , totaling 35 HOURS, this course was provided in accordance with the principles for lifelong learning education set by the Department of Further and Higher Education.

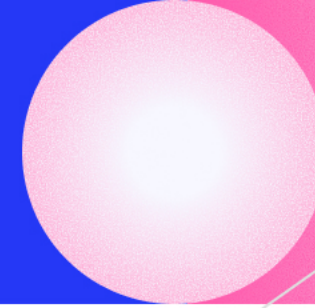


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Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science

[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

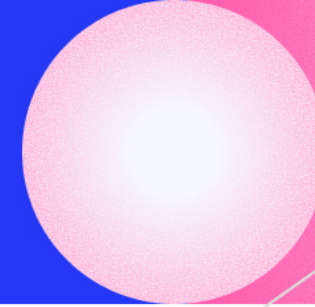
5. Crafting Formal Communications

6h



Dear Mr. [Name],
 I am pleased to inform you that you have been selected for the position of [Position].
 We are excited to have you join our team and contribute to our success.
 Please find the details of the position and the next steps in the attached document.
 We look forward to your response.





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 out on this
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the experts in the field. Register now
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