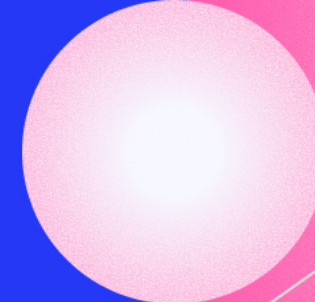




This is to certify that **Maria dos Santos**, holder of **TRN N° 123456789**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

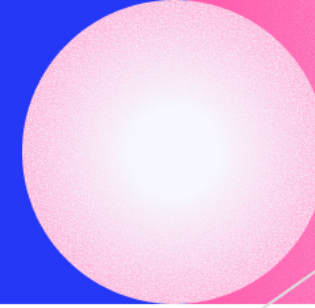
On 00/00/0000, totaling 35 HOURS, this course was delivered under Jamaica's lifelong learning education policy, regulated by the Ministry of Education and Youth.



[Signature]
Ministry of Education Youth and Information

Ministry of Education Youth and Information
Jamaica
[Faint text and QR code area]





Course Chapters

Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

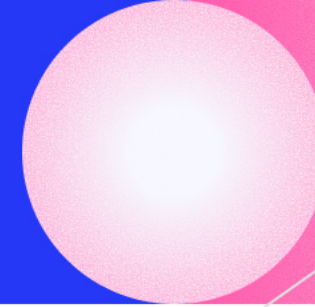
5. Crafting Formal Communications

6h



Dear Mr. [Name],
 I am pleased to inform you that your application for the position of [Position] has been successful. We have decided to hire you for this role.





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 opportunity to learn from the experts and gain valuable insights into the world of corporate communications. Sign up now to join the course and start your journey today.

