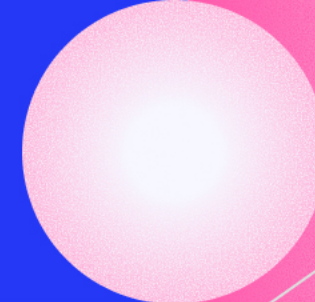




This is to certify that **Maria dos Santos**, holder of **National ID Card N° 12345678**, has successfully completed:

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, complying with the Basic Education Act (2013), as regulated by the Ministry of Education of Kenya.

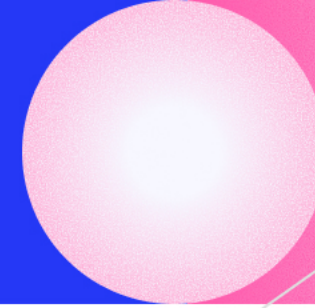


MINISTRY OF
EDUCATION

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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

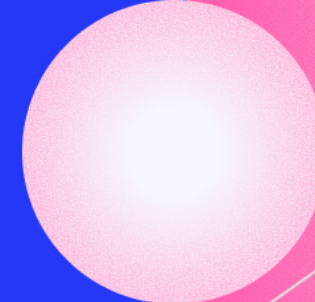
5. Crafting Formal Communications

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



How to Use Elevify
 Elevify is a powerful tool for creating and managing your content. It allows you to create and manage your content in a simple and intuitive way. You can create and manage your content in a simple and intuitive way. You can create and manage your content in a simple and intuitive way.

