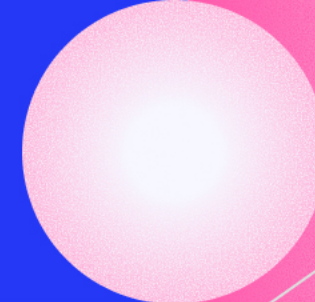




This is to certify that **Maria dos Santos**, holder of **National ID N° 1234-5678-9012-3456**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

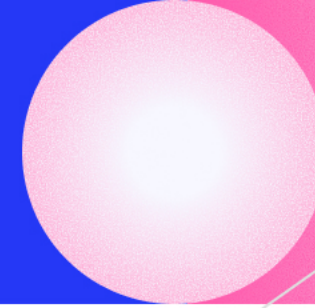
Online course

On [REDACTED], totaling 35 HOURS, this course was conducted under the Education Reform Act of 2011, as established by Liberia's Ministry of Education.



Ministry of Education
National ID N° 1234-5678-9012-3456
[REDACTED]
[REDACTED]





Course Chapters

Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

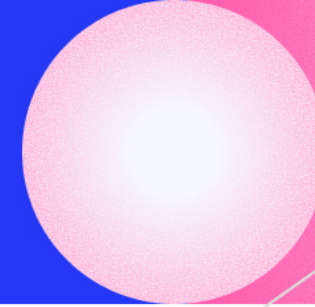
5. Crafting Formal Communications

6h



Dear Mr. [Name],
I am pleased to inform you that you have been selected for the position of [Position].
The position is located in [Location] and is a full-time position. The salary is [Salary].
If you are interested in this position, please contact me at [Phone Number].
Sincerely,
[Signature]





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 career in this field.

