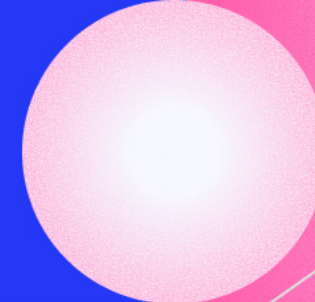




This is to certify that **Maria dos Santos**, holder of **ID N° 85010112345**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

On , totaling 35 HOURS, this course was provided under the guidelines of Namibia's Education and Training Sector Improvement Programme (ETSIP), as established by the Ministry of Education, Arts and Culture

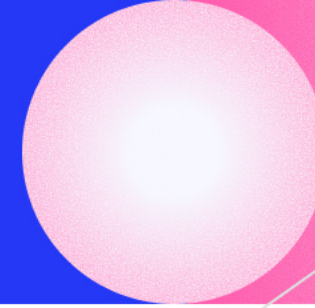


**Ministry of Education,
Arts and Culture**

[Signature]
Name
Position
Date

Ministry of Education,
Arts and Culture
Windhoek, Namibia
Phone: +264 61 200 1000
Email: info@education.gov.na





Course Chapters

Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

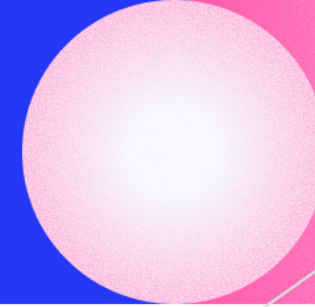
5. Crafting Formal Communications

6h



This is a sample document.
 It contains information about the course.
 The information is for informational purposes only.
 It is not intended to be used for any other purpose.





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.

