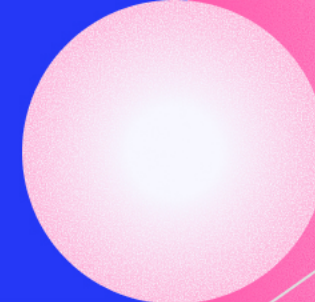




This is to certify that **Maria dos Santos**, holder of **PhilSys ID. N° 1234567890123456**, has successfully completed:

# Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

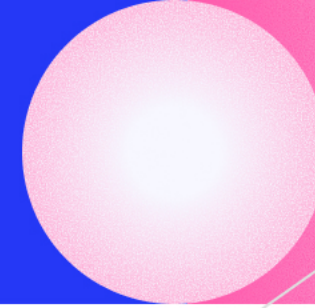
On  , with a total duration of 35 HOURS, this course was conducted in accordance with the guidelines set by the Technical Education and Skills Development Authority (TESDA).



*[Signature]*  
[Faint text]

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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

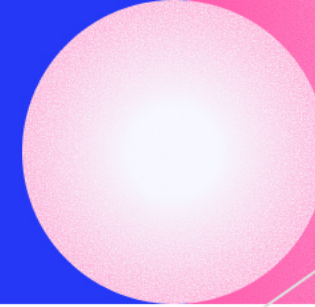
5. Crafting Formal Communications

6h



Dear Mr. Müller,  
 I am pleased to inform you that your application for the position of  
 Marketing Manager has been successful. We have decided to hire you.  
 Please contact us for further details.





## 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.

