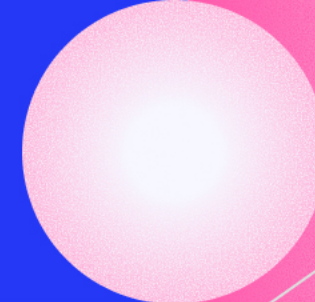




This is to certify that **Maria dos Santos**, holder of **NRIC N° S1234567A**, has successfully completed:

# Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

On  , totaling 35 HOURS, this course was offered in accordance with lifelong learning education principles set by the Ministry of Education.

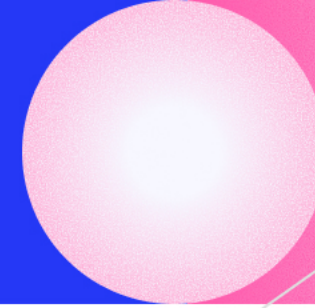


Ministry of Education  
SINGAPORE



Ministry of Education  
SINGAPORE





## Course Chapters

## Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

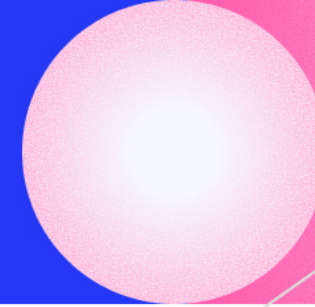
5. Crafting Formal Communications

6h



Dear Mr. [Name],  
 I am pleased to inform you that you have been selected for the position of [Position].  
 We are excited to have you join our team and contribute to our success.  
 Please contact me at [Phone Number] or [Email Address] to discuss the next steps.





## Course Chapters

 **Duration**

6. Preparing Corporate Presentations

1h

7. Creating FAQ Documents

1h

8. Employee Training and Support

1h

9. Conclusion

1h



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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.

