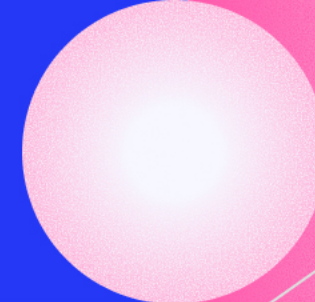




This is to certify that **Maria dos Santos**, holder of **National ID N° 123456789012**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

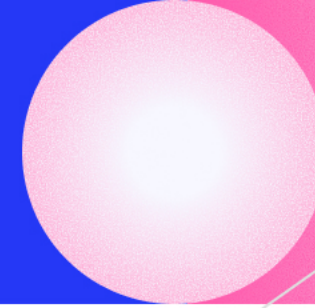
On , totaling 35 HOURS, this course was conducted in compliance with Sierra Leone's Education Act, 2004, as regulated by the Ministry of Basic and Senior Secondary Education.



[Signature]
Minister of Basic and Senior Secondary Education
Sierra Leone

For the Ministry of Basic and Senior Secondary Education
Sierra Leone





Course Chapters

Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

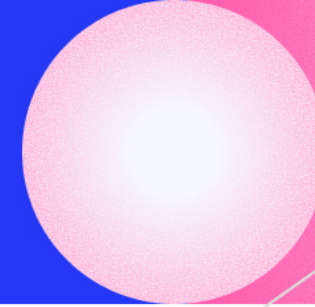
5. Crafting Formal Communications

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 find the details of the position and the next steps in the attached document.
 We look forward to your response.





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.

