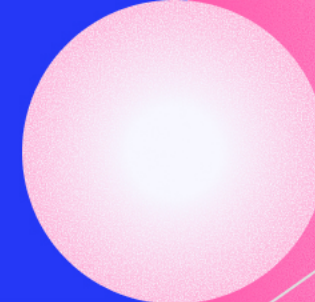




This is to certify that **Maria dos Santos**, holder of **National ID N° 1850199012345**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

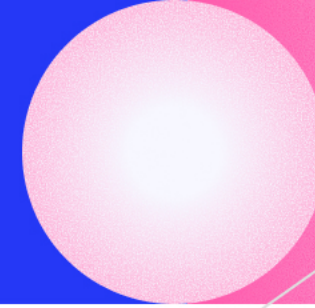
Online course

On , with a total duration of 35 HOURS, this course was conducted in accordance with Law No. 91-22 of February 16, 1991, which guides the national education system.



Ministry of Education
National Institute of Educational Research
Instituto Nacional de Investigación Educativa
Bogotá, Colombia





Course Chapters

Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

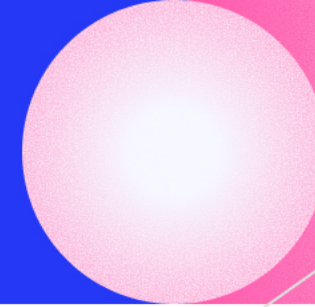
5. Crafting Formal Communications

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



How to Use Elevify
Elevify is a platform that provides a variety of resources to help you learn and grow. You can find courses, articles, and more. To get the most out of Elevify, we recommend that you take the time to explore the platform and its features. This will help you to understand how to use the platform and how to get the most out of it.

