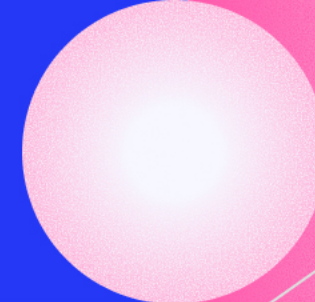




This is to certify that **Maria dos Santos**, holder of **NIDA ID. N° 19850101123450000123**, has successfully completed:

# Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

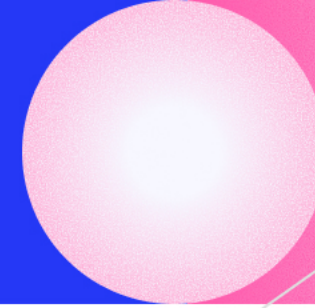
Online course

On  , with a total duration of 35 HOURS, this course was offered under lifelong learning education and in accordance with the National Education Act of Tanzania (1978) and the Fair Competition Act (2003), under the supervision of the Ministry of Education.



MINISTRY OF EDUCATION  
AND VOCATIONAL TRAINING





## Course Chapters

## Duration

1. Introduction

1h

2. Fundamentals of Business Communication

8h

3. Organizational Change Management

8h

4. Developing Communication Plans

8h

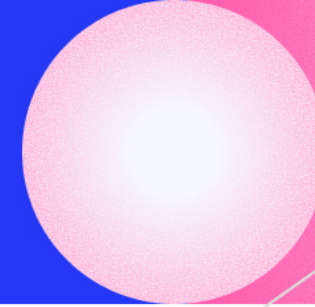
5. Crafting Formal Communications

6h



Don't miss this opportunity to learn from the experts in the field of business communication. This course is designed to provide you with the knowledge and skills you need to succeed in your career.





## 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.

