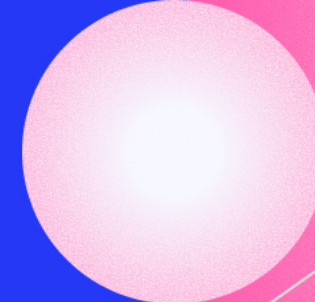




This is to certify that **Maria dos Santos**, holder of **NRC N° 123456/12/1**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

On 00/00/0000, totaling 35 HOURS, this course was conducted under Zambia's Education Act 2011, supervised by the Ministry of General Education.

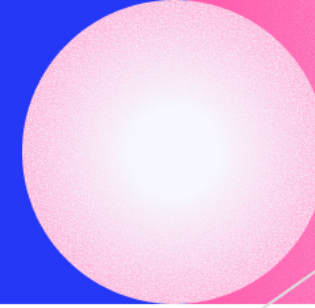


Ministry of
Education

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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

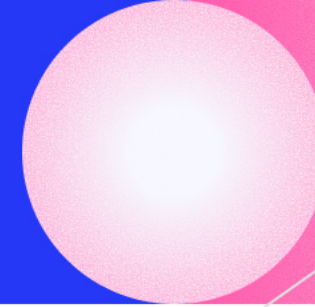
5. Crafting Formal Communications

6h



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. Join us now and take the first step towards a successful career in this exciting field.

