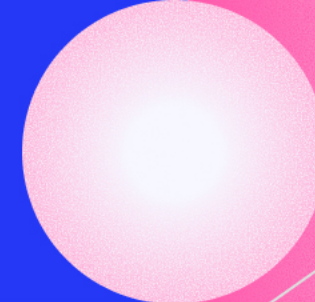




This is to certify that **Maria dos Santos**, holder of **National ID N° 63-123456-A-75**, has successfully completed:

Communication and Change Management

Total hours: 35h

Practical exercises: 5h

Chapters: 9

Online course

On [REDACTED], totaling 35 HOURS, this course was delivered under Zimbabwe's Education Act [Chapter 25:04], as regulated by the Ministry of Primary and Secondary Education.

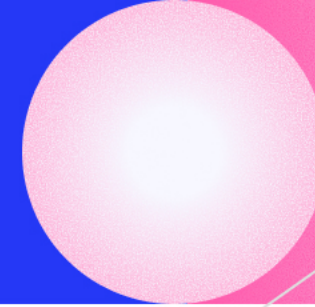


MINISTRY OF PRIMARY & SECONDARY EDUCATION

[Signature]
[Faint text]

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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

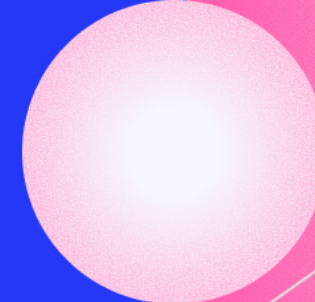
5. Crafting Formal Communications

6h



Dear Mr. Müller,
 I am pleased to inform you that your application for the position of
 Marketing Manager has been successful. We have decided to hire you.
 Please contact us for further details.





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 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.

