

PROFESSIONAL COMMUNICATIONS CERTIFICATE PROGRAM

This specialized 5-day certificate program concentrates on written, verbal and practical leadership skills required by all levels of entrepreneurs, managers, supervisors and professionals.

Each instructor is an experienced business professional who provides participants with relevant methods to become effective communicators. Skills include verbal, non-verbal and written skills, running meeting, dealing with conflict, problem solving and even managing priorities by considering the implications of new office technologies. You will learn to deliver solutions by using real business cases and practical examples in a learning environment that encourages networking and sharing with similar business professionals.

Participants may choose to complete all five courses to receive a formal certificate or choose any of the following courses to suit training needs.

Who Should Attend?

- Professionals and those wishing to enhance their business tool-box
- Entrepreneurs, business owners and front line professionals
- New managers and supervisors to learn essential skills
- Executive assistants, project managers and team leads
- Business leaders who are going through change

Testimonials

"I found this presentation highly applicable to the modern workplace. Thanks for leading in forward/current thinking based in the latest technology."

- Workplace Innovation

"A great opportunity to explore conflict as a natural constructive and an opportunity in our lives! Thank you for this informative and useful presentation."

- Conflict Management & Negotiations

"Absolutely a course that all should take. Instructor is fabulous in how she presents and entertains! She is a wealth of knowledge and made writing reports and preparing emails interesting and useful."

- High Impact Communication Skills

Professional Communications Fall 2019

Program Outline:

Critical Thinking & Problem Solving
 High Impact Communication Skills
 Conflict Management & Negotiations
 Coaching, Mentoring & Networking
 Workplace Innovation

Dates:

Tuesday, October 1, 2019
 Tuesday, October 15, 2019
 Tuesday, October 29, 2019
 Tuesday, November 12, 2019
 Tuesday, November 26, 2019

DID YOU KNOW?

Canada-Ontario Job Grant (COJG Funding) Continuous Learning is an accredited training provider under the terms of COJG program which provides financial assistance to private and non-profit employers to offset the cost of providing training to new or current employees. For links to the COJG website visit: <https://ontariotechu.ca/continuouslearning/about-us/canada-ontario-job-grant.php> .

CONNECT WITH US

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