

Business Communication Microcertificate



Do your writing, public speaking or facilitation skills need a boost?

Employers consistently share that employees at all career stages need training to communicate more effectively and consider communications key to advancement and success.

With the **Business Communication Professional Microcertificate**, develop your written communications including emails and documents, as well as your confidence and storytelling abilities. Adopt strategies for communicating clearly and concisely and learn how to tailor content to specific audiences. With the skills gained, you will be ready to engage and persuade your audience, as well as competently address sensitive topics.

You can take one, two or all three courses because they are standalone. If you complete all three within two years, you will be awarded the **Business Communication Professional Microcertificate**. The courses can be taken in any order and there are no pre-requisites.

Who is it for? Anyone looking to:

- upskill, reskill or build skills
- gain recognition for a specific skill or skillset
- obtain industry-recognizable credentials
- boost their resumé

\$2,235.00 plus GST and PST

Modules (Required):

Facilitation & Consensus Building

Did you know facilitation is an art that can be learned? With proven skills and techniques, you can feel more in control and at ease when leading groups.

Learn to build trust and participation during meetings and discussions while creating the right conditions for powerful dialogue and consensus building.

Best practice techniques will help guide you from start to finish, whether through basic meeting management or larger staff and stakeholder activities. With new

skills and confidence, you can effectively engage with different audiences, seamlessly facilitate group settings and achieve actionable outcomes.

Presentation and Public Speaking

Have you ever admired a speaker for their finesse or ability to capture an audience's attention and wished you could do the same?

Learn proven strategies for taking your presentation to the next level. Whether speaking in a team meeting, delivering a proposal to a prospective client, or presenting to a large audience at a conference or event, professional public speaking skills will help build your confidence, assist in the delivery of your message, persuade others and generate enthusiasm.

This course is designed to help you overcome personal challenges such as fear and apprehension, while developing your own personal style and voice. With your enhanced preparation and delivery skills, you will become a presenter others hope to emulate.

Written Communications

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