



COMMUNICATION LEARNING OPPORTUNITY

Become a skilled communicator, form persuasive arguments, present information, write error-free emails and documents, and stand out as a professional.

Course List:

- 1: Certificate in Business Communications
- 2: Better Proofreading and Copyediting
- 3: Communicating Collaboratively
- 4: Effective Business Writing
- 5: Effective Emails, Memos, and Letters
- 6: Effective Presentations
- 7: Effective Public Speaking
- 8: Troubleshooting Your Writing

Find a complete list of courses at:

<https://catalog.mindedge.com/courses/categories/7>

Why Communication Training?

One of the key qualities of an effective professional is the ability to communicate clearly and effectively to everyone you interact with. Through the Communication courses provided by MindEdge, you'll learn the best practices for concise, direct communication and thrive in all environments – professional and personal.

The Business Communication certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites.