



# Certificate in Business Communications

No matter what your role, you need to be able to communicate. Over 70 percent of our workdays are spent interacting with others, so communication is an activity that we rely on heavily. The Certificate in Business Communications allows you to combine courses suited to your needs to build a certificate to fit your requirements, whether to improve your interpersonal, written or verbal skills. Once you complete one writing course, you can decide what other communication skills you want to work on.

Need some ideas on how to choose from the courses listed below to improve your daily communication? As a team member or team leader, you need to have well-developed interpersonal communication skills to get your ideas across clearly. Your writing is under continuous scrutiny and you want to be successful in having your ideas and proposals accepted. And finally, regardless of your role, improving your writing skills will increase your ease and effectiveness in keeping people informed to maintain strong working relations.

If your goal is to improve your confidence and skills as a communicator then the Certificate in Business Communications is an ideal place to start.

*Please note: All courses are online partial days until further notice.*

## CERTIFICATE REQUIREMENTS

The certificate must be completed within a two-year period. Participants must complete the **REQUIRED – BUSINESS WRITING SKILLS** seminar plus **TWO ELECTIVE SEMINARS**.

**INDIVIDUAL WRITING ANALYSIS**  
Completion of each writing-related seminar in the Certificate in Business Communications entitles you to register for an additional analysis session.

**CERTIFICATE PROGRAM:** \$2,295

Select the dates that work for you.

		2020				2021					
		Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>REQUIRED</b>	<b>Business Writing Skills</b> Writing for clarity and conciseness <i>Facilitator: John Tattrie, MBA, BA, Dipl. T.</i>	22-24					1-3			5-7	
<b>CHOOSE 2 ELECTIVES</b>	<b>Editing Essentials</b> How to edit that first draft for effective communication <i>Facilitator: John Tattrie, MBA, BA, Dipl. T.</i>				15-17				26-28		
	<b>Grammar, Punctuation and Proofreading Boot Camp</b> Learn how to avoid the most common grammatical mistakes <i>Facilitator: John Tattrie, MBA, BA, Dipl. T.</i>		13-15					8-10			
	<b>Improving Interpersonal Skills</b> How to communicate successfully <i>Facilitator: Michael Kennedy, BSc, CAE, MEd</i>				1-3			17-19			7-9
	<b>Write to Convince: Effective Persuasion and Proposal Writing</b> Use writing to move people to action <i>Facilitator: John Tattrie, MBA, BA, Dipl. T.</i>					11-13					22-24