

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
- Professional designation for RIBO, CPA or CFRE accreditation

Professional Communications SPRING 2019

Program Outline:

Critical Thinking & Problem Solving	Thursday, April 4, 2019
Coaching, Mentoring & Networking	Thursday, April 18, 2019
Conflict Management & Negotiations	Thursday, May 2, 2019
Workplace Innovation	Thursday, May 16, 2019
High Impact Communication Skills	Thursday, May 30, 2019

DID YOU KNOW?

Canada-Ontario Job Grant (COJG Funding) MDC 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: www.mdc.uoit.ca

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

CONNECT WITH US

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