



Certificate Number: [AC-3458-45362659](#)

This is to certify that the management of Alison awarded Steven Teuma the certificate of completion in Communication Essentials under the category Personal Development on 10th January 2025.

Validation: You can check authenticity of this certificate by visiting the following link:
<https://alison.com/certification/check/389fe42377>

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Certificate Details

Communication Essentials

[Score: 96]

Course Details

We often build walls without realizing it by making mistakes with communication. Reflection can address those errors and this communication skills course is helpful for managers and professionals at all levels as it develops your communication skills and improves working relationships. These critical communication skills can also help fresh graduates looking to establish themselves and become more assertive. This training course provides the skills required to handle day-to-day situations in any organization with a flexible, authentic and self-confident approach and helps you build collaborative relationships based on professionalism, trust and mutual respect. We teach you how to compose clear and concise messages.

A good communicator requires a clear understanding of the change they want to see in others. This communication course covers key topics like the writing of emails, reports and business letters and how to conduct a business meeting and deliver compelling presentations. We demonstrate how to connect to people and build the kind of relationships that underpin effective leadership.

Maeve Richardson

Director of Certification





Alison

Academic Transcript

Modules Studied

Business Communication

Verbal and Non-Verbal Communication

Communicating with Graphics

Effectively Working for Your Boss

Course assessment

Maeve Richardson

Director of Certification

