

Professional Communication Skills Certificate

Use this checklist to keep track of the workshops you attend towards the certificate. Make sure you complete the attendance survey each workshop for official tracking.

✓ Workshop	Date
<input type="radio"/> #1 Everyday Communication	<input type="text"/>
<input type="radio"/> #2 The Art of Talking About Yourself and Others	<input type="text"/>
<input type="radio"/> #3 Thoughtful Conversations	<input type="text"/>
<input type="radio"/> #4 Professional Etiquette	<input type="text"/>
<input type="radio"/> #5 Giving and Receiving Feedback	<input type="text"/>
<input type="radio"/> #6 Meaningful Meetings	<input type="text"/>
<input type="radio"/> #7 Collaboration and Teamwork	<input type="text"/>
<input type="radio"/> #8 Non-verbal Communication	<input type="text"/>
<input type="radio"/> #9 Professional Conversational Diplomacy	<input type="text"/>
<input type="radio"/> #10 Emotional Intelligence in Conversation	<input type="text"/>

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