

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.

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

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