Send a powerful message when you earn your Professional Communication certificate. Develop effective speaking, writing and interpersonal communication skills.

Steps to completion:

1. Complete four required seminars:
   - Professional Speaking
   - Emotional Intelligence
   - Business Writing *(select one)*
     - Business Writing
     - Everyday Technical Writing for Hesitant Writers
     - Multimedia Writing
     - Email and Digital Etiquette
   - Interpersonal Skills *(select one)*
     - Beyond Conflict Management
     - Developing Excellence with StrengthsFinder®
     - Flex for Success: Leveraging DiSC® Work Styles
     - The PROACTIVE Communicator
     - Working with Difficult People

2. Select two electives from the options below:
   - Elective ____________________________
   - Elective ____________________________
     - Beyond Conflict Management
     - Business Writing
     - Customer Service MAGIC
     - Developing Excellence with StrengthsFinder®
     - Email & Digital Etiquette
     - Everyday Technical Writing for Hesitant Writers
     - Flex for Success: Leveraging DiSC® Work Styles
     - Multimedia Writing
     - Tactful Conversations
     - The Art of Feedback: How to Build and Deliver Your Message
     - The PROACTIVE Communicator
     - They Drive Me Crazy! Bridging Generational Gaps in the Workplace
     - Working with Difficult People

3. Visit louisville.edu/professionaldevelopment/seminars to register for seminars and enroll in the Professional Communication certificate program.

4. Attend classes and pass the exam for each seminar.

5. After satisfying all program requirements, request your certificate online at http://louisville.edu/professionaldevelopment/certificates/certificate-request-form.

Not sure where to start? Contact us at 502.852.4620 for assistance.