

Certificate No.

Registration No.

CERTIFICATE OF COMPLETION

(NMC Course no. 62)

This certificate is issued to

for having successfully completed the training in

Leadership and Management Skills

Summary of Contents:

- *An Introduction to Leadership and Management*
- *Leaders and Managers - Similarities and Differences*
- *Leadership and Power Relationship*
- *Leadership Styles*
- *SMART Objectives*
- *Effective Communication - By Email, Report-Writing, Verbal, Non-Verbal*
- *Body Language*
- *Aggressive, Passive and Assertive Behavior*
- *Time Management*
- *Problem Solving Techniques*

CAPT. ELISEO Z. CLEMENTE, JR.

General Manager



NYK Maritime College