



Certificate of Achievement

RUTVIK BALAR

has completed the following course:

COMMUNICATION AND INTERPERSONAL SKILLS AT WORK
UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

On this course, you've discovered the best communication strategies for effective workplace collaboration, and reflected on your own personal communication style.

2 weeks, 2 hours per week



Jennifer Rosen
Lead Educator



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.



RUTVIK BALAR

has completed the following course:

COMMUNICATION AND INTERPERSONAL SKILLS AT WORK UNIVERSITY OF LEEDS AND INSTITUTE OF CODING

80%
OVERALL
SCORE

On this course, you've discovered the best communication strategies for effective workplace collaboration, and reflected on your own personal communication style. You've learnt the importance of matching your communication style with your work and project goals and learnt how to manage and control challenging conversations.

STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Identify your personal communications style
- Explore different communication platforms
- Reflect on whether your communication is aligned to your goals
- Apply your communication style in the workplace
- Engage in challenging conversations with positive outcomes
- Reflect on your personal style and technique

SYLLABUS

- Identifying your personal communications style
- Exploring different communication platforms
- Exploring your approach to communication
- Applying your communication style in the workplace
- Managing challenging conversations with positive outcomes
- Demonstrating your communication skills