

# COMMUNICATION, DIGITAL SKILLS AND LEADERSHIP FOR THE WORKPLACE

## Certificate of Completion

Communication, Digital Skills and Leadership for the Workplace Certificate provides students with the necessary skills to become effective communicators and strong leaders in today's workplace. It also introduces best practices and an awareness of digital literacy with the information, media, and technology used in the workplace. The program draws from the NewWorld of Work and 21st Century employability skills which were developed by a panel of employers, entrepreneurs, human resources specialists, educators, and students. Communication skills, digital literacy, and practice in empathy, self-awareness, and collaboration were determined to be some of the essential employability requirements of our emerging global economy. The program certificate provides students with the employability skills to support and prepare students to succeed in the 21st century workforce.

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