

BETTER BUSINESS COMMUNICATION

Experts

1. Phillip Bozek

Subject Matter Expert

Phillip Bozek is president of Communication Designs Inc., a training company located in Tampa, Florida, that specializes in effective meeting, presentation, and training skills; business writing; facilitation; and coaching. Dr. Bozek’s clients include Kennecott, Lockheed Martin, Los Alamos National Lab, MCI, Nextel, Novell, Pepsi, the U.S Postal Service, and Volkswagen. [\[Show less\]](#)

Better Business Communication

Product Id (061269)

🕒 47m 54s | 📁 Personal Productivity | 📦 1 module(s) | 📶 All

Do you feel that you have difficulty expressing your business goals in precise terms? Better Business Communication can help you! Learn quick and easy techniques to improve all types of business communication--memos, letters, presentations, and meetings.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

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|---|-----------|------|
| Better Business Communication | 🕒 21m 54s | Open |
| 📄 Beteter Business Communication Pre-Assessment | | |
| Better Business Communication | 🕒 3m 52s | Open |
| The Meeting | 🕒 5m 31s | Open |
| The Memo | 🕒 5m 17s | Open |
| The Presentation | 🕒 7m 14s | Open |

📄 Better Business Communication Post-Assessment

Our Why

It’s all about the “Why”. At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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