



CAREER READINESS plus LEADERSHIP

## Communication Competency - LinkedIn Learning

	Course Name	Time (h:m)	Finished	Point Value
<b>Verbal Communication</b>				
1	<a href="#">Communication Foundations</a>	1:17		1.5
2	<a href="#">Public Speaking Foundations</a>	1:03		1
3	<a href="#">Small Talk for Non-Native English Speakers</a>	0:55		1
4	<a href="#">Public Speaking for Non-Native English Speakers</a>	1:53		2
5	<a href="#">Managing Your Anxiety While Presenting</a>	0:25		0.5
6	<a href="#">Executive Presence on Video Calls</a>	0:34		0.75
7	<a href="#">Business Etiquette: Phone, Email, and Text</a>	0:58		1
8	<a href="#">Communicating with Confidence</a>	1:16		1.25
9	<a href="#">Speaking Up at Work</a>	0:22		0.5
			<b>Pt. Total</b>	

<b>Written Communication</b>				
1	<a href="#">Writing in Plain Language</a>	0:42		0.75
2	<a href="#">Grammar Girl's Quick and Dirty Tips for Better Writing</a>	0:41		0.75
3	<a href="#">Editing and Proofreading Made Simple</a>	0:39		0.75
4	<a href="#">Writing with Impact</a>	1:01		1
5	<a href="#">Writing with Flair: How to Become an Exceptional Writer</a>	5:08		5.25
6	<a href="#">Tips for Writing Business Emails</a>	0:34		0.75
7	<a href="#">Writing Emails People Want to Read</a>	0:57		1
8	<a href="#">Writing Emails for Non-Native English Speakers</a>	0:49		1
9	<a href="#">Writing Formal Business Letters and Emails</a>	0:36		0.75
10	<a href="#">Tips for Better Business Writing</a>	0:28		0.5
11	<a href="#">Organizing an Outline</a>	0:49		1
12	<a href="#">Productivity Hacks for Writers</a>	2:39		2.75
13	<a href="#">Writing Articles</a>	0:29		0.5
14	<a href="#">Writing Headlines</a>	0:43		0.75
15	<a href="#">Writing to Be Heard on LinkedIn</a>	0:28		0.5
16	<a href="#">Writing a Compelling Blog Post</a>	0:44		0.75
17	<a href="#">Publishing on LinkedIn for College Students and Young Professionals</a>	0:31		0.5
			<b>Pt. Total</b>	

Visual Communication				
1	<a href="#">20 Rules For Visual Communication</a>	1:47		1.75
2	<a href="#">Mastering Presentations for Non-Native Speakers</a>	0:52		1
3	<a href="#">Storytelling for Designers</a>	0:58		1
4	<a href="#">Visual Storytelling in PowerPoint</a>	0:55		1
5	<a href="#">Working With Inclusive Imagery</a>	0:29		0.5
			<b>Pt. Total</b>	

Social Media/Marketing				
1	<a href="#">Essential Skills for Social Media Managers</a>	1:06		1.25
2	<a href="#">Social Media Marketing Foundations</a>	1:16		1.25
3	<a href="#">Social Media Marketing Trends</a>	6:15		6.25
4	<a href="#">Social Media Marketing Strategy: TikTok and Instagram Reels</a>	1:14		1.25
5	<a href="#">Learning Canva</a>	1:07		1.25
6	<a href="#">Canva Essential Training</a>	2:23		2.5
7	<a href="#">Social Media for Leadership</a>	0:56		1
8	<a href="#">Marketing on Instagram</a>	1:39		1.75
			<b>Pt. Total</b>	

Communication - Other				
1	<a href="#">Communicating with Diplomacy and Tact</a>	1:05		1
2	<a href="#">All You Have to Do is Ask: How to Ask for Help When You Need It</a>	0:44		0.75
3	<a href="#">Giving and Receiving Feedback</a>	0:28		0.5
4	<a href="#">Improving Your Listening Skills</a>	0:25		0.5
5	<a href="#">Creating Positive Conversations with Challenging Customers</a>	0:30		0.5
6	<a href="#">Having Difficult Conversations</a>	1:07		1.25
7	<a href="#">Communicating through Disagreement</a>	0:41		0.75
8	<a href="#">Effective Listening</a>	1:04		1.25
9	<a href="#">Persuading Others</a>	0:30		0.5
10	<a href="#">Influencing Others</a>	0:41		0.75
11	<a href="#">Body Language Essentials for the Working Professional</a>	0:51		1
12	<a href="#">Communicating Nonverbally</a>	0:27		0.5
13	<a href="#">Articulating Your Value</a>	0:35		0.75
			<b>Pt. Total</b>	