



CAREER READINESS plus LEADERSHIP

Communication Competency - LinkedIn Learning

Finish at least one of the course tracks below:

	Course Name	Time (h:m)	Finished	Point Value
Track 1				
Complete a minimum of 7 out of the following 8 courses				
1	Communication Foundations	1:17		1.5
2	Persuading Others	0:30		0.5
3	Effective Listening	1:04		1
4	Writing in Plain Language	0:42		1
5	Tips for Writing Business Emails	0:34		0.5
6	Public Speaking: Energize and Engage Your Audience	0:34		0.5
7	Speaking Up at Work	0:22		0.5
8	Having Difficult Conversations	1:07		1.5
			Pt. Total	

Track 2				
Complete a minimum of 7 out of the following 8 courses				
1	Communicating with Confidence	1:16		0.5
2	Communicating through Disagreement	0:39		1
3	Improving Your Listening Skills	0:29		2
4	Public Speaking Foundations	1:03		1
5	Writing with Impact	1:01		0.5
6	Executive Presence on Video Calls	0:34		0.5
7	Publishing on LinkedIn for College Students and Young Professionals	0:31		1.5
8	Influencing Others	0:41		0.5
			Pt. Total	

Track 3				
Complete a minimum of 7 out of the following 8 courses				
1	Communicating with Diplomacy and Tact	1:05		1
2	Managing Your Anxiety While Presenting	0:25		0.5
3	All You Have to Do is Ask: How to Ask for Help When You Need It	0:44		1
4	Writing Emails People Want to Read	0:57		1

5	Tips for Better Business Writing	0:28		0.5
6	Giving and Receiving Feedback	0:48		1
7	Creating Positive Conversations with Challenging Customers	0:33		0.5
8	Articulating Your Value	0:35		0.5
			Pt. Total	

