COMPETENCY-BASED CERTIFICATES

Powered by Leading Edge Learning^{SM}

CERTIFICATE IN WORKPLACE COMMUNICATIONS

Example Certificate

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Customizing Your Certificate

Peregrine provides you with a portfolio of online, self-paced courses that you can use to easily create comprehensive certificate programs to meet the needs of your industry partners and workforce. Simply identify the certificate programs that align best with your needs and the Peregrine team will help you build your custom certificate from our selection of online cross-disciplinary modules.

There is no cost for adding our customizable certificate programs to your catalog of industry and workforce education offerings. We will work with you to determine the cost and create a revenue share agreement to help you generate additional revenue for your institution.

Certificate Program Delivery

You have the option of delivering the modules you select in an asynchronous, synchronous, or blended format. The modules are set up for asynchronous; however, you may want to include additional time for in-person time focused on discussion and practical workplace application.

For-credit Certificate Programs

The certificate programs you configure with the Leading Edge Learning[SM] modules could be offered either for not-for-credit or for-credit. In addition, the Leading Edge Learning[SM] modules are identified by learner hours, which could be translated into course time-on-task. For example, when using the guidelines of the Carnegie unit for determining semester credit, a total of 45 hours is required for one semester credit. There may be institution and programmatic accreditation requirements that you will need to consider.

Prior Learning Assessment

You can also use Prior Learning Assessment (PLA) to award credit towards specific courses, just as you would for other prior learnings and other transfer credits. Not every participant will want to apply the certificates towards credit hours and degree programs, but the option exists.

EXAMPLE: CERTIFICATE IN WORKPLACE COMMUNICATIONS

Recommended Modules

The following Leading Edge Learning^{SM} modules are available in any combination for a *Certificate in Workplace Communications.*

- Business Writing Fundamentals 3-5 learner hours
- Leadership Communication 3-5 learner hours
- Speaking Pro 12-15 learner hours
- The Perfect Voice 12-15 learner hours

Business Writing Fundamentals 3-5 learner hours
In nearly any workplace situation, writing is something you will be expected to do continuously and expected to do well. Our writing style signals our leadership abilities; clear, effective, and appropriate written communication conveys both intelligence and dependability.
This module teaches the basics of writing a business letter, preparing a report, writing for a publication such as a peer-review journal or a book, and choosing appropriate methods or technology to send your message. These tools can increase writing effectiveness in the business world and beyond.

Learning Outcomes
- Write business correspondence in the correct format to effectively convey the intended message and purpose.
- Use proper grammar and punctuation in professional correspondence.
- Apply the best practices for using email as a means of communication, including the legal implications of emailing.
- Write concise and clear business letters and emails.
- Identify the important and required elements of a technical report.
- Write and format for different forms of publications including press releases, blogs, books, and journals
- Describe the various types of electronic communication tools and their appropriate use.

Leadership Communication 3-5 learner hours

Rising to the challenge of leadership has so much to do with your ability to communicate clearly and effectively. Whether introducing new directives, setting standards, or pursuing goals, the ability to connect, engage, and convey a message can make all the difference in your success. The principles of leadership communications are useful not only for improving workplace output and connection, but also for bringing increased happiness and satisfaction throughout your life.

Learning Outcomes
- Describe the importance of communication for effective leadership.
- Apply a proper communication medium for different situations.
- Give and receive feedback in a professional setting.
- Demonstrate techniques for communicating non-defensively.
- Differentiate between different modes of communication.
- Prepare and deliver effective presentations.
- Identify the potential barriers to effective communication and employ active listening to overcome these barriers.

Speaking Pro 12-15 learner hours

Speaking Pro course is an elite program for using your VOICE to develop INFLUENCE and become a respected and highly paid communicator, speaker, coach, entrepreneur, executive, or expert. Speaking Pro is designed to help individuals use VOICE, and the Roger Love method to become master presenters and influencers, overcoming the fear of public speaking, and creating authentic and self-confident communications. Learning these skills will have a positive impact on both your personal and professional life.

The module covers online speech training, as well as physicality and mindset. You will learn to influence and present in multiple situations to achieve your desired outcomes. Speaking Pro will set you up for success from one-on-one communications to online meetings, podcasts, webinars, lectures, conferences, and speeches. Roger Love is recognized as one of the world's leading authorities on voice. No other vocal coach in history has been more commercially successful in both the speaking and singing fields. He has vocally produced more than 150 million-unit sales worldwide, written three top-selling books, created multiple bestselling videos and online programs, and appeared as a regular in four major network television shows.

Learning Outcomes
- Identify technology and the physical and mental requirements needed in a variety of communication scenarios.

- Distinguish how to classify types of audiences and how to adjust communication styles to be appropriate for all types of presentations.
- Recognize the use of effective tools and physical/visual management of stage presence for presentations.
- Examine ways to enhance on-camera performance using appropriate audio and video technical components.
- Interpret preparation techniques for preparation for media interviews.
- Distinguish the use of vocal efforts in different networking scenario.

The Perfect Voice 12-15 learner hours

The Perfect Voice Platinum Edition is designed to help individuals overcome the fear of public speaking and create the self-confidence to achieve desired results in their personal and professional life. The module covers speech therapy training and understanding how you sound to friends, colleagues, clients, strangers, and all other situations. Roger Love is recognized as one of the world's leading authorities on voice. No other vocal coach in history has been more commercially successful in both the speaking and singing fields. He has vocally produced more than 150 million-unit sales worldwide, written three top selling books, created multiple bestselling video and online programs, and appeared as a regular in four major network television shows.

Learning Outcomes
- Describe the six areas of what it takes to create the Perfect Voice.
- Discuss why the Perfect Voice brand value proposition is the fuel for content marketing strategies.
- Analyze how the six areas of what it takes to create the Perfect Voice content is replacing the imperfect voice.
- Recognize the power of having the Perfect Voice to create an emotional connection.
- Identify the value of creating audio and visual content (pre-recorded or live).
- Compare and evaluate content videos.
- Reference a proven framework for developing a foundational voice perfection plan.
- Apply new content creation and sharing technologies like video storytelling, Twitter, and vocal exercises.