Executive Professional Development
Certificate in Business Communications

Format | Online   **Fee** | $2,295

HIGHLIGHTS

You will:
- Improve your ability to craft language that engages readers and increases understanding.

- Learn how to examine your writing with a critical eye – see the forest and the trees.

- Be able to cut, simplify and improve your writing.

CERTIFICATE OVERVIEW

No matter what your role, you need to be able to communicate. Over 70 percent of our workdays are spent interacting with others, so communication is an activity that we rely on heavily. As a team member or team leader, you need to have well-developed interpersonal communication skills to get your ideas across clearly. Your writing is under continuous scrutiny and you want to be successful in having your ideas and proposals accepted. And finally, regardless of your role, improving your writing skills will increase your ease and effectiveness in keeping people informed to maintain strong working relations.

If your goal is to improve your confidence and skills as a communicator then the *Certificate in Business Communications* is a good place to start.

Participants must complete the required seminar and two electives within a two-year period.

REQUIRED

Business Writing Skills

February 9 - 11, 2026 *(Online)*
May 25 - 27, 2026 *(Online)*

Edit for clarity and conciseness.

Facilitator:
Eileen Pease, BA, M.Ed, CSP

ELECTIVES

Grammar, Punctuation and Proofreading Boot Camp

March 18 - 20, 2026 *(Online)*

Learn how to avoid the most common grammatical mistakes.

Facilitator:
donnalee Moulton, BA

Improving Interpersonal Communication

December 2 - 4, 2025 *(Online)*
June 1 - 3, 2026 *(Online)*

How to communicate successfully.

Facilitator:
Michael Kennedy, BSc, CAE, MEd

Write to Convince: Effective Persuasion and Proposal Writing
Fall TBA *(Online)*

Use writing to move people to action.

Facilitator:
Eileen Pease, BA, M.Ed, CSP

Online Courses Fall 2025 - Spring 2026 run 9 am - 1 pm (Atlantic time)

sobey.ca/epd

Sobey School of Business
Saint Mary's University