

Professional Communication Series

Name _____ Date _____

Employee ID _____

Upon completing all required classes, complete this form and return it to the Office of Training & Organizational Development at training@fsu.edu.

COURSE CURRICULUM	Date Completed	Verified by Training Office
1. The Power of Words Training Session (PCPW01)		
a. The Power of Words Pre-Class Activities by Stated Deadline		
b. The Power of Words Post-Class Activities by Stated Deadline		
2. Presentation Skills (PCPS01)		
a. Presentation Skills Pre-Class Activities by Stated Deadline		
b. Presentation Skills Post-Class Activities by Stated Deadline		
3. Performance Feedback (PCPF01)		
a. Delivering Performance Feedback Pre-Class Activities by Stated Deadline		
b. Delivering Performance Feedback Post-Class Activities by Stated Deadline		