

COURSE OUTLINE

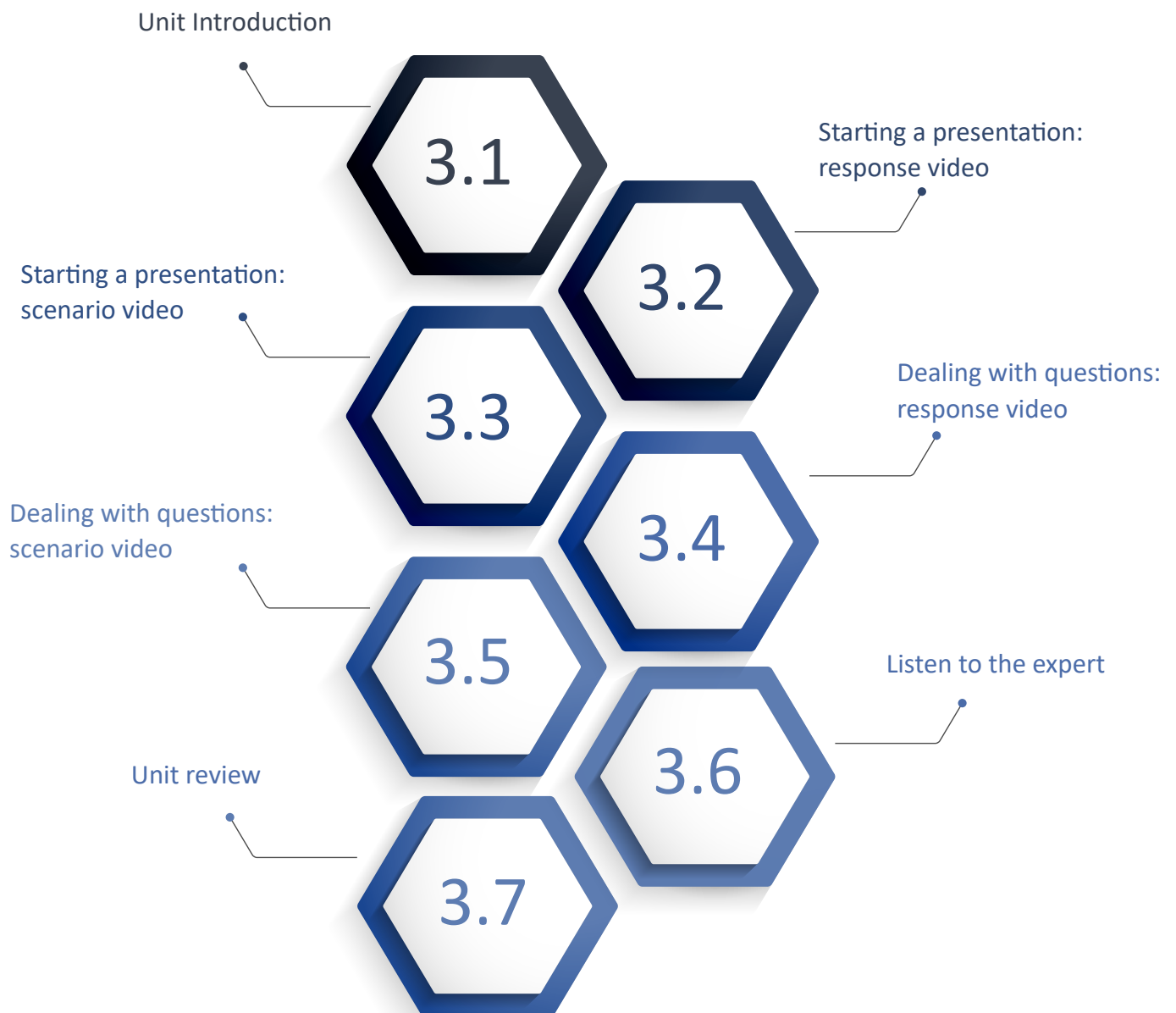
Module 1: Starting Work



Module 2 : On the phone



Module 3: Presentations



Module 4: Meetings and video conferences

