

## Workplace Communication

**15 July 2020 to 15 November 2020**

<b>Topic No.</b>	<b>Topic Name</b>	<b>Study period</b>	<b>Submit</b>	<b>Suggested Deadline</b>
1	Professional Conduct	15 Jul to 21 Jul	Graded Quiz 1 and 2	21 July
2	Global and Cultural Awareness	22 Jul to 28 Jul	Graded Quiz 3	28 July
3	Gender and Diversity in the Workplace	29 Jul to 4 Aug	Graded Quiz 4	4 August
4	Avoiding and Dealing with Sexual Harassment in the Workplace	4 Aug to 12 Aug	Graded Quiz 5	12 August
5	Non-verbal Communication	12 Aug to 26 Aug	Graded Quiz 6	26 August

**Note:** The deadline to submit all graded assignments is 15 November 2020. The dates given above are suggested only to maintain your continuous study flow.