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Social and Digital Media and the Workplace

(10414)



COURSE DESCRIPTION

This course has been designed to provide you with an understanding of appropriate uses of social and digital media in the workplace, and how to avoid breaching workplace standards and safety legislation.



Learning Outcome

This course will provide an understanding of the following aspects of social and digital media, and electronic communications:

- what they are and some of their benefits
- how their use can be linked to the workplace
- the legislation and workplace policies that can apply to your behaviour when you use them
- the risks associated with using them inappropriately, and
- some of the ways you can make sure that you use them safely and responsibly.



Course Features

- Adaptics - Kineo's unique approach to refresher training
- professional audio
- animation and interactivity
- WCAG 2.0 accessibility
- mobile compatibility
- formative assessments, and
- a certificate of completion.



Audience and Duration

This course is appropriate for anyone in the Workplace.

Duration: 40 minutes