

Digital Citizenship Workshop

Our Digital Citizenship course will give your participants the guidance needed in the ever changing digital world. As our lives are lived more and more online we all need to translate our social skills into the virtual world.

Digital Citizenship allows us to connect, collaborate, and share by using technology appropriately. In person meetings are on the decline which makes it necessary to engage people digitally. Being a good digital citizen means you have a set of skills to work in the digital world.

Workshop Objectives:

- Define digital citizenship.
- Use technology appropriately.
- Use social networking to create your brand.
- Protect your reputation online.
- Practice safe use of technology.
- Understand digital etiquette.



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Session One: Getting Started

Workshop Objectives

Session Two: What Is Digital Citizenship?

What Is Digital Citizenship?

Engaging with Others

It's a Moving Target

Belonging to a Community

Case Study

Session Three: Being a Good Citizen

Build It Up

Real World Influences

Use Technology Appropriately

The Golden Rule

Case Study

Session Four: Best Practices for Sharing

Digital Footprints

Personal and Work Lives

Stop and Think Before You Post

Do Not Overshare

Case Study

Session Five: Networking and Personal Branding (I)

Personal Branding

Be Yourself

Social Networking

If You Share It, Expect Everyone to See It

Case Study

Session Six: Networking and Personal Branding (II)

Introduce Colleagues

Volunteer to Help Others

Blog

Guard Your Reputation

Case Study

Session Seven: Digital Security and Safety (I)

Don't Trust Anyone You Don't Know

Enable 2-Step Verification Processes

Public Wi-Fi

Public Computers

Case Study

Session Eight: Digital Security and Safety (II)

Email and Attachments

Password Rules

Back Up Your Files

Update Your Software

Case Study

Session Nine: Dealing with the Dark side

See It, Report It

Bullying and Harassment

Trolling

Shared Something You Shouldn't Have?

Case Study

Session Ten: Digital Etiquette (I)

Respect and Tone

Speak Up, Not Out

Topics to Avoid

Keep Private Messages Private

Case Study

Session Eleven: Digital Etiquette (II)

Educate Yourself

Information Processing

Internet Boldness

Permission to Share

Case Study

Session Twelve: Wrapping Up

Words from the Wise

