

Online Electronic Communications and Social Media in the Workplace Online Course Description

Cost: The cost for this program is \$49 per person.

Workforce pricing: Contact us to discuss pricing for larger groups

Course details: Social Media is now a huge part of our day-to-day lives and, along with other forms of electronic communication, such as emails, it can dominate the way we communicate with each other. This course provides you with a better understanding of the benefits, and the pitfalls, of using these technologies at work. It will give you the tools to deal with issues that can arise as a result of the use of Electronic Communications and Social Media in the Workplace.

During this course, employees will learn about:

1. How to recognize when social media is being used in a manner that could be considered bullying or discriminatory behaviour.
2. What is deemed appropriate and inappropriate use of social media, and other forms of electronic communication, in the workplace.
3. How to build and maintain a Business Policy that outlines how electronic communications and the use of Social Media in the Workplace should be used.

Average completion time for this online course is 75 minutes.

Key Facts:

- 100% Online Course – Complete your course quickly and easily online, no need to visit a classroom.
- Same Day Certificate – Upon completion your certificate will be sent to you
- Learn at your own pace – We keep a record of how far you've progressed with your course, so you can complete it whenever you prefer.

Who is this course for? This course is suitable for anyone working in an Australian organization.

Don't wait to book your training, call now on 02 9232 1010, [contact our team](mailto:contact@tcptraining.com) or book through our website www.tcptraining.com

