

## Digital Citizenship

Our Digital Citizenship course will give 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.

### Course Outline

- What Is Digital Citizenship?
- Being a Good Citizen
- Best Practices for Sharing
- Networking and Personal Branding
- Digital Security and Safety
- Dealing With The Dark Side
- Digital Etiquette

### Who Should Attend

- Suitable to all job positions

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

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

### Course Duration

The standard duration of this course is 12 contact hours.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain  
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh