



10541



In-Class



8 hours



EGP 3,450

Course Description:

This program equips participants with the essential skills to navigate the digital world responsibly, professionally, and securely. It focuses on building a strong digital presence, maintaining appropriate online behavior, and protecting personal and organizational reputation. Participants will learn how to engage effectively in digital environments, manage their digital footprint, and apply best practices in communication, networking, and cybersecurity.

Target Audience:

- Employees across all levels
- HR and internal communication teams
- Managers leading hybrid/remote teams
- Fresh graduates entering the workforce

Course Objectives:

By the end of this course, participants will be able to:

- Describe the concept of digital citizenship and its role in today's workplace
- Practice responsible and professional online behavior across digital platforms
- Manage personal digital identity, footprint, and online reputation effectively
- Safeguard digital information by applying essential security & risk awareness practices
- Navigate digital interactions and challenges (e.g., etiquette, conflict, misuse) with sound judgment

Course Outline:

Module 1: Digital Citizenship Fundamentals

- What is digital citizenship
- Digital environments and communities
- The shift from physical to digital interaction
- Roles and responsibilities in the digital world

Module 2: Responsible Digital Behavior

- The "Golden Rule" online
- Appropriate use of technology
- Professional vs. personal behavior online
- Building positive digital interactions

Module 3: Digital Identity & Personal Branding

- Digital footprint and its impact
- Personal branding in the digital space
- Networking effectively online
- Protecting and enhancing your reputation

Module 4: Digital Security & Risk Awareness

- Cybersecurity basics (passwords, 2FA, updates)
- Safe use of public networks and devices
- Email and phishing awareness
- Protecting personal and organizational data

Module 5: Digital Etiquette & Handling Challenges

- Digital etiquette and tone
- Managing online conflicts (bullying, trolling)
- Responsible sharing and communication
- Responding to mistakes and digital missteps

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in the group exercises.

Course completion will grant participants:

0.6 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None