**MAGNA SKILLS DEVELOPMENT INSTITUTE**

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

ICT and Security Management

# Digital Citizenship

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

| COURSE CODE | DELIVERY | DURATION | PREPARED FOR |
|---|---|---|---|
| **MSD2823** | **Online / Face-to-Face** | **Flexible** | **Organisation Approval** |

Register for this Course

View Online Course Page

## Course Overview

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.

The Internet has changed the way that people connect, communicate, and conduct business. The digital age has provided many benefits, but it does have a downside. Given the sheer volume of digital information that we send and receive each day, it is important to learn basic citizenship skills. These skills will help prevent missteps and keep your digital relationships running smoothly.

## Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let’s review our goals for today.

**At the end of this workshop, participants should be able to:**

- 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.

## Course Outline / Curriculum

**Module One: Getting Started**

- *Housekeeping Items*
- *The Parking Lot*
- *Workshop Objectives*

**Module Two: What Is Digital Citizenship?**

- *What Is Digital Citizenship*
- *Engaging with Others*
- *It's a Moving Target*
- *Belonging to a Community*
- *Case Study*
- *Module Two: Review Questions*

**Module Three: Being a Good Citizen**

- *Build It Up*
- *Real World Influences*
- *Use Technology Appropriately*
- *The Golden Rule*
- *Case Study*
- *Module Three: Review Questions*

**Module Four: Best Practices for Sharing**

- *Digital Footprints*
- *Personal and Work Lives*
- *Stop and Think Before You Post*
- *Do Not Overshare*
- *Case Study*
- *Module Four: Review Questions*

**Module Five: Networking and Personal Branding (I)**

- *Personal Branding*
- *Be Yourself*
- *Social Networking*
- *If You Share It, Expect Everyone to See It*
- *Case Study*
- *Module Five: Review Questions*

**Module Six: Networking and Personal Branding (II)**

- *Introduce Colleagues*
- *Volunteer to Help Others*
- *Blog*
- *Guard Your Reputation*
- *Case Study*
- *Module Six: Review Questions*

**Module 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*
- *Module Seven: Review Questions*

**Module Eight: Digital Security and Safety (II)**

- *Email and Attachments*
- *Password Rules*
- *Back Up Your Files*
- *Update Your Software*
- *Case Study*
- *Module Eight: Review Questions*

**Module Nine: Dealing with the Dark side**

- *See It, Report It*
- *Bullying and Harassment*
- *Trolling*
- *Shared Something You Shouldn’t Have?*
- *Case Study*
- *Module Nine: Review Questions*

**Module Ten: Digital Etiquette (I)**

- *Respect and Tone*
- *Speak Up, Not Out*
- *Topics to Avoid*
- *Keep Private Messages Private*
- *Case Study*

*Module Ten: Review Questions*

**Module Eleven: Digital Etiquette (II)**

- *Educate Yourself*
- *Information Processing*
- *Internet Boldness*
- *Permission to Share*
- *Case Study*
- *Module Eleven: Review Questions*

**Module Twelve: Wrapping Up**

- *Words from the Wise*
- *Review of Parking Lot*
- *Lessons Learned.*
- *Completion of Action Plans and Evaluations*

## Target Audience

The Internet has changed the way that people connect, communicate, and conduct business. The digital age has provided many benefits, but it does have a downside. Given the sheer volume of digital information that we send and receive each day, it is important to learn basic citizenship skills. These skills will help prevent missteps and keep your digital relationships running smoothly.

## Key Course Benefits

**Work-Ready Skills**

Delegates leave with practical tools, templates and methods they can apply immediately at work.

**Better Institutional Results**

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

**Sponsor-Friendly**

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

**Professional Recognition**

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

**Register / Apply Online** | **View Full Course Page**

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

| | |
|---|---|
| **Organisation / Department** | |
| **Delegate Name(s)** | |
| **Approved Course** | Digital Citizenship |
| **Preferred Delivery Mode** | ☐ Online ☐ Face-to-Face ☐ Organisation-Based Training |
| **Preferred Training Venue / Date** | |
| **Estimated Number of Delegates** | |
| **Budget / Vote Number** | |
| **Contact Person** | |
| **Email / Mobile** | |

Authorised Name _____ Signature / Stamp _____ Date _____