MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Investment and Career Development

Digital Citizenship

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2861	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

This **Magna Skills** training programme equips participants with the knowledge, skills, and mindset needed to navigate today’s fast-changing digital world responsibly, ethically, and effectively.
Designed for professionals, educators, students, and community leaders, the course addresses the opportunities and challenges of living, learning, and working in a connected society.
Using **African case studies**, practical activities, and global best practices, delegates will learn how to protect their privacy, build a positive digital footprint, engage respectfully online, and comply with local and international digital laws and policies.

Course Outcomes

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

1. **Understand the principles of digital citizenship** and how they apply in personal, professional, and community contexts.
2. **Protect personal and organisational data** through safe online practices and cybersecurity awareness.
3.

Communicate and collaborate responsibly across digital platforms, respecting cultural diversity and ethical standards.

4. **Identify and combat cyberbullying, misinformation, and harmful online content.**
5. **Apply legal and ethical guidelines** to online behaviour in compliance with African and international regulations.

Course Outline / Curriculum

1. **Introduction to Digital Citizenship**
   - Defining digital citizenship and its importance in the 21st century.
2. **Digital Footprint and Online Reputation**
   - Managing your digital identity and avoiding reputational risks.
3. **Cybersecurity Fundamentals**
   - Password safety, phishing awareness, and secure online transactions.
4. **Online Communication and Etiquette**
   - Respectful, professional, and inclusive digital engagement.
5. **Social Media Responsibility**
   - Balancing freedom of expression with responsible posting.
6. **Cyberbullying and Online Safety**
   - Identifying, preventing, and responding to harmful online behaviour.
7. **Misinformation and Digital Literacy**
   - Fact-checking, identifying fake news, and critical thinking online.
8.

Legal and Ethical Aspects of Digital Use

- Data protection laws, copyright, and intellectual property rights.

9. **Digital Inclusion and Accessibility**

   - Bridging the digital divide and ensuring equal access for all.

10. **Action Plan for Responsible Digital Engagement**

    - Developing a personal or organisational digital responsibility framework.

Target Audience

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
- Flexib

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 _____