

Digital Citizenship Course Details

Department: ICT and Security Management

Presented by Magna Skills Development Institute

Date Created: 15-May-2025

Training Coordinator: Denis Wunganayi



CORPORATE TRAINING
Agency

OUR SERVICES :

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website
www.magnaskills.com

 **MAGNA SKILLS**
www.magnaskills.com



Course Summary

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 Objectives

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

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*



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.