

Social Media & Your Job

Course Outline – All Employees

Module	Learning Objectives	# of Customizable Pages
Introduction	<ul style="list-style-type: none">• Identify the topics covered in this course.• Navigate the course.	2
How Social Media Can Affect Your Job	<ul style="list-style-type: none">• Identify common uses of social media.• Identify misconceptions about social media use and employment.• Examine when and where employer policies regarding online behavior apply.	2
Responsible Social Media Use	<ul style="list-style-type: none">• Identify ways to use social media without harming the learner’s organization.	1

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Avoiding & Responding to Illegal Social Media Use	<ul style="list-style-type: none">• Examine the various ways social media content can create legal liability and be used as evidence.• Utilize problem-solving skills to respond to cases where something goes wrong with posted social media content.• Identify general helpful guidelines for social media use.	1
Conclusion	<ul style="list-style-type: none">• Receive a summary of the course content.	8