



SOCIAL MEDIA AWARENESS

Who should attend – It is recommended that all Managers and Team Leaders in your organisation attend to gain a sound understanding of how to manage social media in the workplace and gain an understanding **of the legal and professional risks of social media misuse**. Don't wait till a small issue becomes a major issue, 'NIP IT IN THE BUD'.

Social Media has had a significant impact on how information is communicated and its usage in the workplace has had a significant impact on businesses and employee relations. Where social media is misused, this can expose both organisations and employees to significant legal and reputational risk and undermine business operations.

Topics covered:

- Gain an understanding of what is Social Media and its various forums
 - Potential types of misconduct committed by employees through inappropriate use of social media
 - Implications on business confidentiality
 - Risks of cyber bullying via social media & potential effects on employee WHS
 - Misuse of corporate resources and contractual obligations
 - Wider legal risks impacting upon businesses such as defamation and related civil proceedings
 - How to respond to social media misuse and investigation process
 - Importance of social media written protocols
 - Strategies on how to manage social media effectively in the workplace to minimise risks to organisations
 - **Participants will undertake activities and discussion during the session**
- **Under recent case law in this area, it is clear that employers must have an adequate social media policy & provide regular training to staff to defend any unfair dismissal claim**

All participants will receive a workbook and handouts and Certificate of Attendance

Outcome:

By the end of the training session attendees will have gained an understanding of the implications of social media within the workplace, the significant risks posed to an organisation when it is misused which can impede on organisational effectiveness and business performance. Attendees will further gain an understanding on how to implement strategies to ensure the risks of social media misuse are minimised.

Date:	Thursday 2.06.2016	
Time:	9.30am to 12.30am	
Venue:	Pinnacle HR, 33 Hutt Street, Adelaide. Level 1 (No lift access)	
Cost:	Standard Fee:	\$280.00 (GST inclusive) per person
	Members Discount:	\$240.00 (GST inclusive) per person

If you require further clarification please contact Barb Bacciarelli on 8232 2820 or admin@pinnaclehr.com.au



To register for training please complete the information below.

Then fax this form to Pinnacle HR on 8224 0107 or email to admin@pinnaclehr.com.au

(PLEASE PRINT)

Name of Participant(s)

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Organisation

.....

Address

.....

Phone

Fax

Email

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Time: **9.30am to 12.30am**

Parking: **Is available in the public car park in Pirie Street.**

TERMS AND CONDITIONS

- Telephone bookings will not be accepted. Payment must be received to confirm your place
- Payment must be received 5 working days before the commencement of the training.

PAYMENT - Payment can be made via cheque made out to Pinnacle HR Inc or directly credited to National Australia Bank, BSB: 085-042, Account: 639-858-737 or VISA / MasterCard:

Card Number

Expiry Date /

Card Holders Name:

Email Address for Sending Payment Confirmation:

CANCELLATION TERMS AND CONDITIONS

Please note cancellation terms and conditions attached.

Client Cancellation Policy:

1. All cancellations must be notified in writing to admin@pinnaclehr.com.au Registrations for Training may be cancelled up to five (5) working days prior to the Training date and participants will receive a full refund.
2. Registrations for Training which are cancelled with less than five (5) working days notice prior to the Training date will not receive a refund.
3. Where a participant does not attend the full training fee will be charged.
4. Where the participant cannot attend they may arrange for an alternative employee to attend by giving not less than two (2) working days notice.
5. Payment must be made not less than five (5) days prior to commencement of the Training.