



SOCIAL MEDIA AWARENESS

ON SITE TRAINING FOR EMPLOYEES

Who should attend – It is recommended that all employees in your organisation attend training on the legal and professional risks of their social media usage.

Social Media has had a significant impact on how information is communicated. It is essential that employees understand their legal and ethical responsibilities when using social media, and their obligations to the employer under contracts of employment to use social media responsibly. When employees misuse social media, this can result in disciplinary action being taken against them & damage the corporate image of a business.

It is essential that all employees receive training on appropriate Social Media usage. Under case law on this issue, employees terminated for breach of Social Media protocols have succeeded in legal actions against employers due to a lack of Social Media awareness training. It is essential, therefore, that all employees are trained on the risks and compliant with policy.

Topics covered:

- Gain an understanding of Social Media and its various forums in the employment context
 - Social media ethics in the workplace (including cyber bullying)
 - Ethical social networking conduct (including interaction with clients)
 - Misuse of corporate resources and contractual obligations
 - What constitutes online sexual harassment
 - Wider legal risks impacting upon businesses such as defamation and civil action, and damage to employees in their professional capacity
 - Code of Conduct
 - Implications of misusing social media on the employment relationship
 - Strategies on how to use social media effectively to minimise risk to organisations and their employment
- ⦿ **70% of employers have taken disciplinary action for Social Media misuse. This can result in costly and time consuming investigation and legal proceedings. It is far better to prevent issues in the first place through appropriate training of employees on the risks.**

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 and the significant risks posed to an organisation and to their employment when it is misused. Real-life case studies will be used to demonstrate the risks from a practical perspective.

This session can be used to certify employees as adequately instructed on the risks of Social Media misuse and your organisation's policy expectations.

Allow 3 hours per Training Session

Venue:	On site	Max 25 participants per session
Cost:	Members:	Metro Area - \$1,400 (Plus GST) per session
	Non-Members:	Metro Area - \$1,600 (Plus GST) per session
		Regional Area - Travel Expenses extra

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

Social Media Awareness Training For Employees Booking Form

To book your session(s) for on-site training please complete the form below.

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

Contact Name	Position:
Organisation		
Please tick:	<input type="checkbox"/> Member	<input type="checkbox"/> Non-Member	
Street Address		
Phone		
Fax		
Email		
No of sessions required:		
Preferred Date	Time:am/pm
Estimate No of Participants per session		
Preferred Date	Time:am/pm
Estimate No of Participants per session		
List any issues or topics you would like addressed in the session:			
.....			
.....			
.....			
I hereby understand and accept the Terms of Engagement:			
.....		
Signature		Date	
Cost:	Members:	Metro Area - \$1,400 (Plus GST) per session Regional Area – Travel Expenses extra	
	Non-Members:	Metro Area - \$1,600 (Plus GST) per session Regional Area – Travel Expenses extra	

PAYMENT

Payment can be made via cheque made out to PINNACLE HR or directly credited to National Bank, BSB 085 042, Account 639858737

PINNACLE HR TERMS OF ENGAGEMENT

Cancellation Policy

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commence. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

GST

A GST of 10% will be applied to all relevant charges. PINNACLE HR is registered for GST purposes and our ABN is 54 507 165 001. PINNACLE HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

Billing

Our terms of payment are strictly 14 days from the issue date of the invoice and PINNACLE HR reserves the right to recover any outstanding amounts.