**Course Content**

**Module 1**

**How to Behave Professionally on Social Media**

**Post Statements you’d feel Comfortable sharing with your boss or clients in person**

* Avoid sharing emotionally, religiously or politically charged content
* Never use foul language or curse words

**Never Comment about work Online**

* Whining and complaining about work will make you an unprofessional person

**Be grammatically unimpeachable**

* Double check statement for typos

**Post Decent Photos of Yourself Online**

* Be mindful and un-tag yourself from indecent photos and post

**Only link, follow or friend people you know and Trust**

* Separate professional and personal social sites
* Maintain safer page for safer networking