

# Digital Workplace Ethics & AI Conduct

## Best For

This program is ideal for:

Early to mid-career professionals

Individual contributors

Consultants and subject-matter experts

Professionals working in digital, hybrid, remote, and technology-enabled work environments

## Delivery Style

The learning experience is highly practical, insight-driven, and focused on responsible professional behavior, ethical judgment, and credibility in digital and AI-enabled workplaces.

## Outcome Level

Participants develop stronger ethical awareness, improved professional judgment in digital environments, and the ability to use technology and AI responsibly without risking credibility, trust, or compliance.

## Program Positioning

Digital tools, remote work, and AI technologies have transformed how professionals communicate, collaborate, and make decisions. Along with these changes come new ethical challenges, risks, and expectations. This program is designed for professionals who want to navigate digital workplaces with integrity, responsibility, and confidence.

The program focuses on everyday professional behavior in online environments, ethical decision-making, responsible AI usage, and digital conduct that protects personal and organizational reputation. It helps professionals avoid common digital missteps while building trust in technology-enabled workplaces.

✓ Ideal for professionals with 0–8 years of experience

✓ Ideal for those working in digital, hybrid, AI-enabled, or compliance-sensitive roles

## LEARNING STRUCTURE (8 HOURS)

### Block 1 — Foundations of Digital Workplace Ethics

This session builds a strong foundation by explaining what ethical behavior means in modern digital workplaces.

It covers:

- How workplace ethics evolve in digital environments
- Differences between traditional and digital ethical challenges
- Professional responsibility in online interactions
- Common ethical mistakes in digital work settings

✓ **Outcome:** Clear understanding of digital workplace ethics fundamentals.

## **Block 2 – Professional Online Conduct & Digital Behavior**

This session focuses on maintaining professionalism across digital communication channels.

It covers:

- Appropriate behavior in emails, chats, and virtual meetings
- Tone, language, and boundaries in online communication
- Managing digital visibility and professional image
- Avoiding conduct that damages trust and credibility

✓ **Outcome:** Improved professionalism and conduct in digital communication.

## **Block 3 – Ethical Decision-Making in Digital Environments**

This session strengthens ethical judgment when facing digital dilemmas.

It covers:

- Making ethical choices under pressure
- Handling gray areas in online work situations
- Balancing speed, convenience, and responsibility
- Aligning decisions with organizational values

✓ **Outcome:** Stronger ethical judgment in digital decision-making.

## **Block 4 – Responsible Use of AI in the Workplace**

This session introduces ethical considerations related to AI usage at work.

It covers:

- Understanding appropriate and inappropriate uses of AI tools
- Risks associated with over-reliance on AI
- Maintaining human accountability and judgment
- Ensuring accuracy, transparency, and responsibility

✓ **Outcome:** Responsible and informed use of AI in professional settings.

## **Block 5 – Data Privacy, Confidentiality & Digital Trust**

This session focuses on protecting data and maintaining trust.

It covers:

- Professional responsibility for data privacy
- Handling sensitive and confidential information
- Understanding digital trust and its impact
- Avoiding behaviors that compromise security

✔ **Outcome:** Stronger awareness of privacy, confidentiality, and digital trust.

## **Block 6 – Social Media Conduct & Reputation Risk**

This session explores how online presence affects professional and organizational reputation.

It covers:

- Professional boundaries on social platforms
- Understanding reputational risk from online behavior
- Separating personal opinions from professional identity
- Managing digital footprints responsibly

✔ **Outcome:** Improved reputation awareness and responsible online conduct.

## **Block 7 – Managing Digital Missteps & Ethical Risks**

This session focuses on responding to digital errors and ethical breaches.

It covers:

- Recognizing early signs of ethical risk
- Responding to mistakes responsibly
- Preventing escalation of digital issues
- Learning from ethical missteps

✔ **Outcome:** Greater confidence in managing digital and ethical risks.

## **Block 8 – Building Ethical Digital Work Habits**

This final session focuses on long-term ethical behavior in digital workplaces.

It covers:

- Developing ethical digital habits
- Maintaining consistency in online conduct
- Aligning technology use with professional values
- Creating a personal ethical digital action plan

✔ **Outcome:** Sustainable ethical behavior and responsible digital professionalism.

## ✔ What You Will Walk Away With

Participants complete the program with:

- Stronger ability to analyze complex workplace problems
- Improved decision-making clarity
- Better understanding of cause-and-effect relationships
- Reduced reactive problem-solving
- A structured approach to handling complexity
- A Knowledge Que Course Completion Certificate (8 PDUs)

## ✔ Certification (Delivery-Neutral & Legally Safe)

On successful completion of the program, learners receive:

- Knowledge Que – Course Completion Certificate
- Recognition of 8 Professional Development Units (PDUs)
- A digital certificate suitable for:
  - LinkedIn
  - Resume & Portfolio
  - Professional Profiles
- Issued by KnowledgeQue – Powered by Experts

## ✔ Why Knowledge Que

- Expert-led, practical professional skills training
- Real-world workplace scenarios
- Skill-focused learning with immediate application
- Programs designed specifically for modern professionals

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