

Etiquette Online

Online!



The SWIFT *e*Library is a complete solution for the Multifamily and Property Facility Industry developed in collaboration with leading industry experts.

- Robust Learning Management system with extensive reporting by regional VP, trainer by region, course, learner and/or custom reports.
- Full Access to a library of industry specific courses and corresponding competency tests.
- We customize and brand courses to meet your companies' specific requirements.
- Will integrate with internal systems for single sign-on.
- Supports third party training courses.
- Learner view based on job title with associated curriculum by role or individual.
- Develop up to three new courses per year.

When you are online, etiquette is very important because much of your communication is recorded and can be easily shared. In this course, you will be shown common conventions for online communications, rules of etiquette for online communication, and how to identify and stop cyber bullying.

On completion of this course you will be able to:

- Identify communication conventions used online,
- Determine appropriate communication methods for certain situations,
- Describe the common etiquette involved in online communication methods, and
- Identify cyber bullying and how to stop it.

SWIFT assessments are also available for all SWIFT courses ideal for learners that wish to challenge the course for recertification purposes.

