

Workplace Confidentiality

Length: 1/2 Day

Summary: With this Confidentiality in the Workplace course, you can learn about or refresh your understanding of the importance of workplace confidentiality. Understand how to apply your learning to your own work situation and create a confidential service.

COURSE CONTENT

- The Importance of Workplace Confidentiality
- Business Etiquettes and Types of Confidentiality
- Making Confidentiality Matter in Business
- Keeping Confidentiality with Colleagues
- Preventing Breaches of Confidentiality
- How Employers Can Protect Confidential Information