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COURSE BROCHURE

Digital Etiquette and AI Responsibility Training Course

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Kuala Lumpur

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Digital Etiquette and AI Responsibility Training Course

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Digital Etiquette and AI Responsibility is a 1-week training course for professionals and staff who email, message, meet online and draft with AI assistants every day, and who leave with a personal and team code of digital conduct. Reputations now form in chat threads, video calls and AI-drafted documents, so careless tone, oversharing or undisclosed machine output can damage trust quickly. Jupiter Prime Training presents this course on Digital Etiquette and AI Responsibility.

Why Digital Etiquette and AI Responsibility Matters Now

Three groups shape the subject today: colleagues who expect respectful, inclusive messaging across time zones and channels; clients who want to know when a reply, report or image was produced with AI help; and information owners who worry about confidential material pasted into external services. An organisation whose people handle these moments well earns credibility and avoids privacy incidents; one that leaves them to chance faces misattributed work, offended partners and leaks. The course draws on ISO/IEC 42001, the international standard for an AI management system, and the NIST AI Risk Management Framework NIST AI RMF for the transparency and fairness expectations behind everyday conduct.

Who Gains Most from Digital Etiquette and AI Responsibility

- Professionals who represent the organisation to clients by email, chat and video meetings
- Staff who draft reports, proposals or presentations with help from AI assistants
- Coordinators who run shared channels, mailing lists and collaborative documents
- Specialists who handle personal or commercially sensitive records in daily correspondence
- Professionals who post about their work on public or industry social networks

A department that sends several colleagues together gains most, because they can agree channel norms and disclosure habits on the spot rather than leaving each person to guess.

Digital Etiquette and AI Responsibility Capabilities

Participants turn unwritten online manners and AI habits into choices they can explain, defend and apply consistently.

- Choose the right channel, tone and response time for a message — colleagues and clients
- Apply a disclosure rule for AI-assisted drafts, images and summaries — readers relying on the work
- Test a prompt for confidential or personal information before sending it to an external service — information owners
- Assess AI output for biased wording or stereotypes before sharing — diverse audiences

- Communicate disagreement respectfully in threads and video calls — team cohesion
- Build a code of digital conduct with clear examples — line managers and new joiners

Key Digital Etiquette and AI Responsibility Terms

- Netiquette — the shared conventions for courteous, clear and appropriate behaviour in email, chat, forums and online meetings.
- AI Disclosure — a short statement telling readers that part of a text, image or analysis was produced with AI assistance.
- Attribution — crediting the original author, source or tool behind content that is reused, adapted or generated.
- Oversharing — revealing more personal, client or internal information online than the purpose of a message requires.
- Algorithmic Bias — systematic unfairness in AI output caused by skewed training data or design choices, affecting certain groups.
- Digital Footprint — the lasting trail of posts, messages and files a person leaves across platforms, visible to others.

Digital Etiquette and AI Responsibility Day by Day

Day 1: Conduct Across Digital Channels

- Channel Selection Matrix — Email, Chat, Call or Meeting
- Tone and Clarity in Written Messages — Avoiding Misread Intent
- Response Time Norms — Balancing Availability and Focus
- Video Meeting Courtesy — Cameras, Muting and Turn-Taking
- Inclusive Language Checklist — Multinational and Multilingual Audiences

Day 2: Privacy and the Personal Digital Footprint

- Information Classification Labels — Deciding What May Be Shared
- Oversharing Scenarios in Chats and Social Posts — Client Confidence
- Screenshot and Forwarding Etiquette — Consent Before Redistribution
- Professional Social Network Profiles — Personal Versus Corporate Voice
- Phishing and Impersonation Cues — Protecting Colleagues and Clients

Day 3: Working Honestly with AI Assistants

- AI Disclosure Statements — When and How to Signal Assistance
- Attribution of Sources and Generated Images — Intellectual Property Respect
- Prompt Hygiene — Stripping Personal and Confidential Details
- Fact-Checking Generated Text — Verifying Names, Figures and Quotes
- Healthcare and Legal Correspondence Cases — Higher-Stakes Disclosure Choices

Day 4: Bias, Fairness and Acceptable Use

- Algorithmic Bias Spotting — Stereotypes in Drafts and Images
- Fairness and Transparency Expectations from NIST AI RMF — Everyday Practice
- Acceptable-Use Policy Walkthrough — Permitted, Restricted and Banned Uses
- Respectful Disagreement in Threads — De-Escalating Online Conflict
- Reporting Routes for Misuse — Who to Tell and When

Day 5: Practising the Code of Digital Conduct

- Channel Norms Section — Applying the Day 1 Selection Matrix
- Privacy Rules Section — Reusing Day 2 Classification Labels
- AI Use and Disclosure Section — Drawing on Day 3 Statements
- Accountability Clauses Linked to ISO/IEC 42001 Principles — Ownership and Review
- Personal and Team Code of Digital Conduct — Presenting for Team Agreement

Applying Digital Etiquette and AI Responsibility After the Course

- Agree channel and response time norms with the team using the channel selection matrix and post them in the shared workspace.
- Add an AI disclosure line to one recurring report or client template and gather reader feedback.

Digital Etiquette and AI Responsibility Questions FAQ

What is Digital Etiquette and AI Responsibility and why does it matter now?

It is the set of habits that keeps online communication courteous, private and honest about AI assistance. It matters now because most professional impressions form through messages, calls and AI-drafted documents, where a single careless step can harm trust.

Which roles gain most from Digital Etiquette and AI Responsibility?

Client-facing professionals, staff who draft with AI assistants, channel coordinators, people handling sensitive records and anyone posting about work online gain most. Each makes daily choices about tone, sharing and disclosure that shape how colleagues and clients see the organisation.

How does Digital Etiquette and AI Responsibility differ from an AI policy and compliance course?

It focuses on individual behaviour and team norms rather than drafting organisation-wide policy. Policy courses address controls, approvals and oversight structures; this one addresses how a professional writes, shares, discloses and disagrees in daily digital work.

What do you bring back from Digital Etiquette and AI Responsibility?

You bring back a written set of personal and team rules for digital channels, privacy and AI use. It includes examples, disclosure wording and reporting routes, ready for your colleagues to discuss and adopt.

Digital Etiquette and AI Responsibility: The Way Forward

The personal and team code of digital conduct informs the first decision a team faces: which norms to adopt now and which to test. Team members use it daily, and managers use it to brief new joiners. After the first month, revisit the AI disclosure section, because readers' reactions usually show where wording needs to be clearer or lighter.