Whether you have 5 minutes or 5 hours, online courses, videos, reference material and books are available to you online 24 hours a day on SkillSoft, the CU learning management system.

If you have less than an hour:

Short on time for learning? Try out these resources for quick information.

**Watch a short video**

*Muddy Waters: Navigating the Ethics of Social Networking @ the Office.* By Tracey Matisak. Managers need to learn how to control and leverage social media. Duration: 3 minutes.

**Business Exploration Series**

Provides scenario-based learning, with real-world situations.

**COMPLIANCE IMPACT: Social Media- Blogger Gone Bad.** Explores a situation where an employee uses social media inappropriately- in a way that is both unethical and in violation of her company’s social media policy. Duration: 6 minutes. [Find it in SkillSoft by searching for: _pc_bi_lcbi015]

**SkillSoft printable resources**

These include summaries, key points and checklists.

**SkillBriefs**

*Social Media Strategies.* Learn how to develop an effective social media strategy. [Find it on SkillSoft by searching for: mkt_03_a04_bs_enus]

*Professional Conduct Beyond the Office.* Discover the need to act professionally outside the office. [Find it on SkillSoft by searching for: pd_25_a01 bs_enus]

**Job Aides**

*Social Networking and Blogging Best Practices* [Find on SkillSoft by searching for: lchr_01_a63 lc_enus]

*Risks Associated with Electronic Communications Media* [Find it on SkillSoft by searching for lchr_01_a63 lc_enus]
If you have more than an hour:

**Take a SkillSoft course**

*Using E-mail, the Internet, and Social Media Safely in a Corporate Environment.* Examine email and social media safety and their use at work. Duration: 1.0 hours. [Find it in SkillSoft by searching for: db_iseu_a03_dt_enus]

*Professional Networking Essentials: Finding Opportunities to Make Connections.* Developed to help businesspeople gain confidence and skill in their ability to network in both the real and digital modern environment. Duration: 1.0 hours. [Find it in SkillSoft by searching for: comm_38_a01_bs_enus]

**Desktop Curricula**

Find it in SkillSoft under Catalog > Desktop Curricula
- Social Networking
- Social Networking Technology and Security Fundamentals

If you want a Books24x7 title:

Don’t forget the Books. You can access them anytime, anywhere 24x7, even with your mobile device.

*Enterprise 2.0: Social Networking Tools to Transform Your Organization.* By Jessica Keyes. CRC Press Copyright Taylor & Francis Group, LLC © 2013. This book is an examination of the complete spectrum of social media and social activities and an explanation of how to use them. (426 pages)

*Social Media at Work: How Networking Tools Propel Organizational Performance.* By Arthur L. Jue, Jackie Alcalde Marr and Mary Ellen Kassotakis. John Wiley & Sons Copyright Arthur L. Jue, Jackie Alcalde Marr and Mary Ellen Kassotakis © 2010. Down-to-earth strategies taught through a case study approach for businesses who wish to leverage the power of social media. (240 pages)


*10 Steps to Successful Social Networking for Business.* By Darin Hartley. The American Society for Training & Development © 2010. Use this book to build a complete toolbox for employing modern methods of communication to grow your brand, cultivate customer loyalty and get results. (193 pages)

Access these materials:

You can find all the materials featured in this learning guide in SkillSoft. Here’s how to access them:
1. Log-on to your CU campus portal (my.cu.edu) and click on the **CU Resources tab.**
2. Select **Training.**
3. Select **Start SkillSoft.** SkillSoft will open in a separate window.