# Staff training

To ensure all staff have a clear understanding of their legal duties and responsibilities, you have been instructed to construct a presentation for use in staff training.

The topics to be covered in this urgent activity are listed below.

### Resources required to complete the assessment task:

* Computer
* Internet
* MS PowerPoint or similar presentation application
* Printer or e-printer

### Instructions

You are to prepare a presentation that will form part of the urgent, mandatory training of all staff with a special focus on the IT officers in our organisation.

* There are eight (8) areas that must be addressed in the presentation.
* You must attempt all to address all areas requested.
* Keep your explanations and examples succinct – no more than 2 slides per area.
* Your responses are to be in a draft PowerPoint presentation (or similar app) ready for managers to contextualise. Style guides are to be evident, animations are expected, and clarity of information and readability are prime requirements. You must ensure that the work reflects your position’s requirement that employees have excellent communication skills in written English.
* You must complete this task independently.
* Ensure you demonstrate understanding and application of relevant concepts and critical thinking.

### Topic 1

The first topic is to ensure all staff understand the terms and why IP is important.

1. Outline the four (4) types of intellectual property covered by the Intellectual Property Legislation within Australia.
2. An explanation of why intellectual property is important especially in the ICT industry. Explain using 20-40 words. Give an example of the intellectual property that your employing organisation may have.
3. Identify the Code of Ethics for ICT professionals and introduce this to the IT staff with a short explanation on each element.
4. Why copyright is important. Provide three local examples of copyright infringement and why it is wrong in both moral and legal terms.
5. What does the Privacy Act mean in how our staff behave in their jobs? Give three examples that they can understand and relate to.

### Topic 2

This second topic investigates what ethical factors and creative thinking strategies should underpin our work.

1. Explain what ethical behaviour is and why it is expected in our workplace. Use 20-40 words.
2. Identify four (4) creative thinking techniques that could be employed to further ways the IT section could support the goals and activities of our organisation.
3. Describe two (2) creative thinking techniques you would use because of convenience or possible value they would provide in your work role. Use 20-40 words to describe each technique.