CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Confidientiality and Intelectual Property

Course No: ETH109

Competency: Ethics Fundamentals

Audience: All

Duration: 45 minutes

Format: Online/Video

Quiz: 3 Quizzes/5 questions

Summary:

This interactive animated course provides the basic information employees need to understand and protect confidential information and intellectual property as well as copyright basics and gathering competitive information. Topics include understanding confidential and intellectual property, knowing an individual's responsibility to protect it, and what employees need to know to be successful in the workplace.

Objectives:

- Identify confidential information in the workplace.
- Understand how to protect and care for confidential information and intellectual property.
- Know ethical principles for dealing with confidential information and IP.
- Learn the who, what, and how with handling confidential information and dealing with competitors.
- Learn practical tools and tips for protecting confidential information.

Course Outline:

Part 1: Understanding Confidentiality and IP

- What is confidential information?
- What are Trade Secrets?

- Intellectual Property
- How do you know what is confidential or proprietary information?
- The Costs of IP
- What You Need to Know

Part 2: Your Responsibility for Confidentiality and IP

- Being Trusted with Confidential Information
- Protecting Trade Secrets and Intellectual Property (IP)
- Who should not have access?
- Kinds of Intellectual Property
- What kinds of data are confidential?
- Gathering Competitive Information

Part 3: Actions for Success

- Tips for Protecting Confidential Information
- What to do with Confidential Information, Trade Secrets, and IP
- Defending Your Company