

IT SECURITY TRAINING GUIDE TEMPLATE

Covers topics from recognizing phishing attempts to secure password creation, and it aims to enhance the organization's overall security posture through employee education.

INCLUDES 2 PAGES

IT SECURITY TRAINING GUIDE

This training is designed to educate all employees on best practices for maintaining a secure working environment.

The purpose of this training guide is to:

- Raise awareness about cybersecurity risks
- Train employees on how to protect company and client data

This training guide applies to all CyberGuard Corp. employees, contractors, and interns.

Training Modules

Understanding Cybersecurity	• Basics of Cybersecurity • Common Threats (Phishing, Malware, Social Engineering) • Company's Security Policies	Week 1
Protecting Information	• Data Classification (Public, Internal, Confidential) • Secure Handling of Sensitive Information	Week 2
Password Management	• Creating Strong Passwords • Password Change Policy • Multi-Factor Authentication (MFA)	Week 3
Safe Browsing	• Recognizing Secure Websites • Avoiding Suspicious Links	Week 4

Security Training Guide

Robert R. Redfield



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