



# SECURITY AWARENESS PROGRAMME TEMPLATE

Through continuous refinement, this template has been enhanced to improve staff engagement, increase security awareness, and cultivate a strong security-conscious culture among all employees, with a particular focus on high-risk staff across the organisation

## TRAINING FOR ALL USERS

- One off (approx. 30 min) induction training for new staff and then annually thereafter (with a quiz at the end)
- Monthly bite size (5 to 10 mins) training (with a quiz at the end)
- Include training for staff who may not have access to systems but have access to site, so need to understand risks such as physical security
- Customise training for physically challenged people

## TRAINING FOR HIGHPROFILE USERS

- Identify high-profile users and the specific risks
- Provide monthly bite size (5 to 10 mins) training as required with a quiz at the end



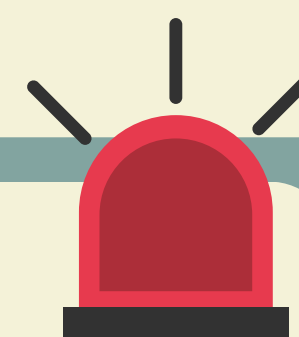
## PHISHING & SOCIAL ENGINEERING TESTING

- Monthly social engineering/phishing tests
- Retrain users who fail phishing/social engineering tests

## REPORTING

Use monthly reports to drive improvements and engagement:

- User completion rates and percentages
- Completion rates per department and percentage
- Failed phishing tests results



## PLEASE NOTE:

- The topics for the training to be selected based on the risks to the organisation/team
- The users must complete security awareness training within the month and will be sent weekly reminders until complete
  - After a month of incomplete training, intervention by the line manager to provide support as needed
  - Make security awareness training be part of the the staff objectives
- Users who fail phishing tests 3x in a row to have intervention by the line manager to provide support as needed



## PLAN AHEAD FOR TOPICAL EVENTS THROUGH THE YEAR AND RUN CAMPAIGNS ACCORDINGLY

- Leverage Other Events to raise security awareness
- Internet Safety Day (February) - Plan messages and campaigns.
- Security Awareness Month (October) - Ahead of the security awareness month (September), preparation to display posters on a topical theme, organise games and offer prizes. Possibly have an event in the Canteen and update screensavers with security messages.

### Quarterly Intranet updates

- Make updates on topical security matters