SPōHN Training

Security Awareness

(Part 1 – The Basics – Part 2 – Acceptable Use Behaviors)

COURSE FEATURES

SECURITY AWARENESS PART 1

During this course we provide you with the overall purpose of security. We review and discuss examples of critical items your company considers confidential or proprietary information. We provide best practices and examples for protecting 3 critical areas of concern which you are responsible for, including:

- **Access Protection**
  Protecting User IDs and Passwords
  Password Creation/Maintenance
  Locking your computer
- **Information Protection**
  Guarding work materials
  Sharing computer disks
  Encrypting emails
  Securing hardcopies
  Picking up items from the printer
  Preventing unauthorized access
  Social Engineering
- **Systems Protection**
  Keeping your application software and virus definitions current
  Using a personal firewall device in active mode
  email etiquette
  Keeping electronic devices under your control
  Recommendations for what to do in case you have a Security Incident

SECURITY AWARENESS PART 2

Spohn's Security Awareness Training Part II is customized to your policies, procedures and acceptable use behaviors with the following general course topics.

- Why Security is Important
- General Use and Ownership
- Security and Proprietary Information
- Unacceptable Use
- Your Responsibilities
- Security Tools
- Handling Security Incidents
- Acceptable Use of Company Resources
- Using Instant Messaging Resources
- Backup Responsibilities
- Copyright and Intellectual Property Regulations When Installing Non-Standard Software

For more information on any of our products or services please call or visit us on the Web.

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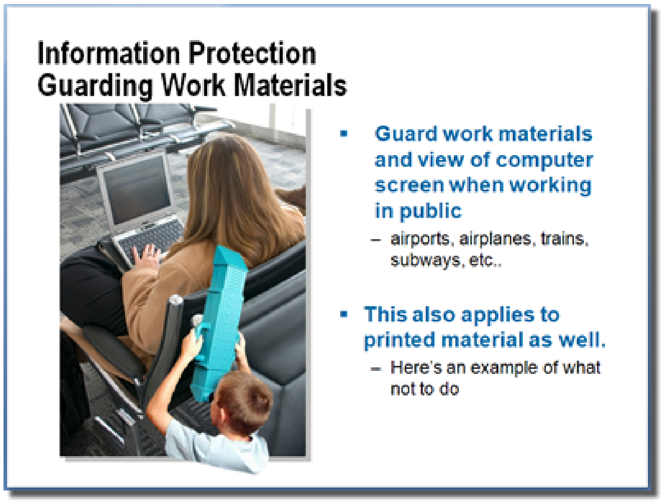
Security Awareness Training Course Part 1 & 2



Information Protection
Guarding Work Materials

- Guard work materials and view of computer screen when working in public
  - airports, airplanes, trains, subways, etc..
- This also applies to printed material as well.
  - Here's an example of what not to do

COURSE BENEFITS

Security is every employee's responsibility. The latest technological improvements like firewalls, intrusion detection systems, and other security devices, are completely useless if an untrained staff member endangers sensitive company or client information.

Spohn's Security Awareness Training program provides all levels of your staff with a better understanding of security risks, critical issues and the importance of security in your daily operations. This training program highlights risks and threats and provides required actions to help reduce loss.

Course Options

Security Awareness Part I – The Basics

- 2-hrs. - Recommended for Everyone

Security Awareness Part II – Acceptable Use Behaviors (Customer Specific)

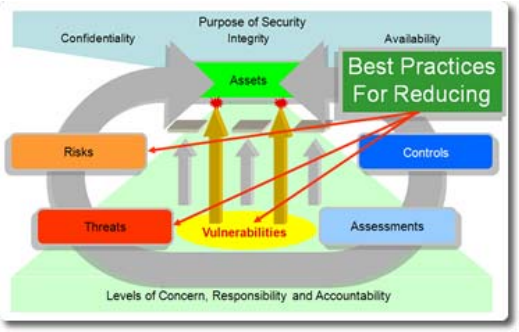
- 2-hrs. - Recommended for Everyone

Delivery Options

Instructor-Led Live – We come to You
Instructor-Led Web Based – You join a Webinar

WHY IS SECURITY AWARENESS NEEDED?

Security awareness training is a critical part of standard operating policy and procedures for businesses and schools of all sizes. Did you know the majority of security breaches involve internal employees, with some estimates as high at 85 percent according to Forrester Research? Nearly every company or school today, large or small, deploys computer systems, applications, and networks to enable their business. Physical, Technical and Administrative Security controls are put in place to manage threats to facilities, systems and information to ensure an acceptable level of confidentiality, integrity, and availability (CIA); yet documented evidence continues to show breaches in security due to lack of awareness. Employees, staff, administrators, contractors, consultants, temporaries, and other workers must understand how to protect the confidentiality, integrity, and availability of your information systems.



SPōHN
Expertise for Navigating Business Challenges