

Course Syllabus

Improving Security: Every Employee's Job

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The Best Way To Train Your Team

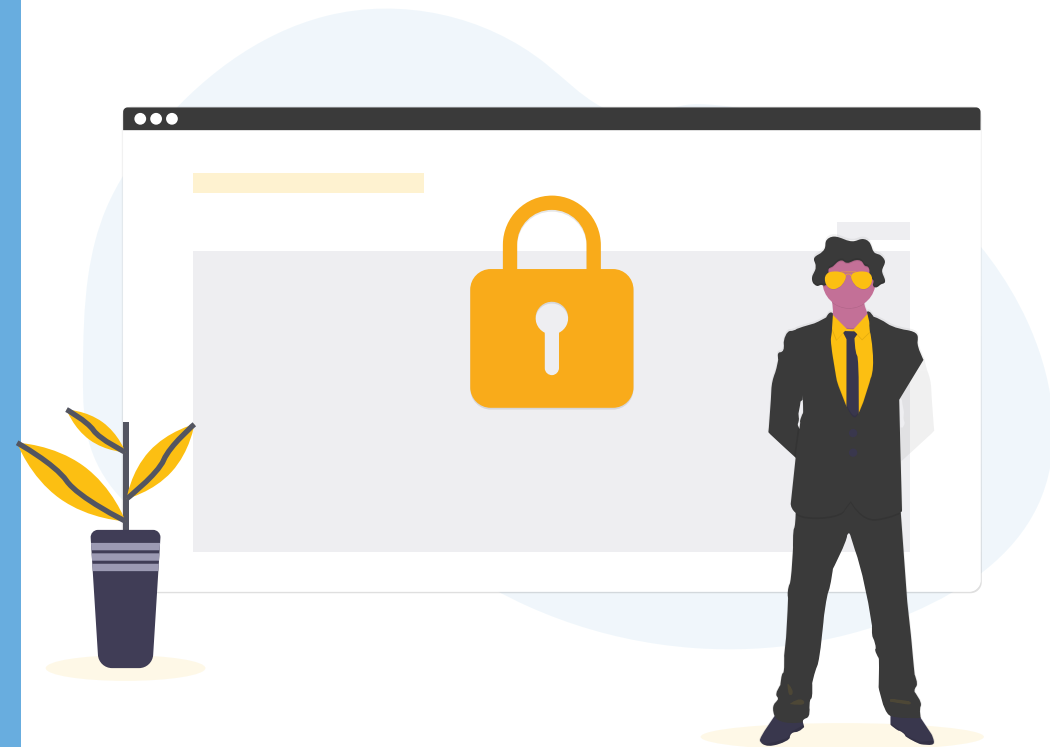
Bold Nuggets provides the most effective way of learning through incorporating microlearning, gamification, social sharing and advance knowledge application in our training strategy. Our bitesize 3-5 minute microlearning videos features small, digestible learnings that match the brain's memory and attention span.



Course Description

Some people think Information Security is only in the realm of highly technical individuals. The reality is, it is the responsibility of everyone. In fact, a company's greatest vulnerability is its people. In this time and age of sophisticated cyber warfare, companies need to educate employees to turn them into a formidable first line of defense in securing networks and systems. Security aware people are the most important firewall of an organization.

This security course tackles the fundamental areas of security and ways to reduce and tackle threats. We also look into common Social Engineering tricks like spoofing and phishing that have wreaked havoc on even the biggest institutions in the past years. This learning program will help your employees understand their significant role in enterprise security and help your company build a culture of cyber awareness.



Course Outline

1 Why Security is Everyone's Job

In this class, we will demonstrate to the employee why security is important and why it is everyone's job to be the front line of defense. The course will demonstrate the importance of awareness training, how to recognize common schemes, and to take the necessary precautions to strengthen security.

2 An Introduction to the Three Fundamental Areas of Security

This class will demonstrate to the employee the three fundamental areas of security; "Technology", "Social", and "Physical". Your employee will obtain a heightened awareness of these three areas of security, how to recognize a potential threat, and general guidelines on what actions to take when they observe a potential security threat

3&4

Network and Security System Awareness and Tips Part I & II

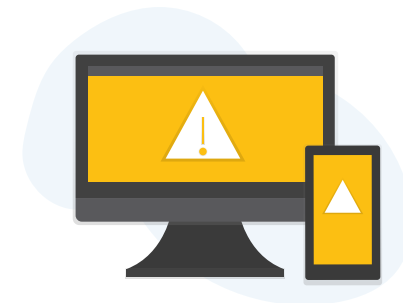
In this two-part nugget series, we will address the different aspects of "technology", one of the three fundamental areas of security. We will be covering different tools and techniques to assist the user in being an effective front-line defender for your company against cyber security threats. We will cover topics such as Strong Password Creation, Running Software Updates when Prompted, Remote Working, and how personal use of a work device can be a threat to the company network.

5 How to Identify and Avoid Phishing Attacks

Phishing is a cybercrime in which a target or targets are contacted by email, telephone, or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data personally identifiable information. We will demonstrate to the employee common ways Phishing attacks happen and what the employee can do to avoid being the victim of a Phishing attack.

6 Tips to Improve Physical Security: Basic Considerations

When people hear the term "Physical Security," they often think about the lock on their front door. That is very common, but it is only a small sliver in describing the complete complement of physical security measures available to protect the company's valuables contained therein. We will demonstrate to the employee basic considerations when it comes to understanding the importance of Physical Security and how it plays a role in protecting the company's data and property.



7

People Can be Your Biggest Threats

Many employees assume security threats and data breaches come through a hacker sneaking their way through the corporate firewall into the network via the internet. But the reality is many hacking methods are accomplished through Social Engineering; the psychology of using human nature to get an employee to do something they wouldn't normally do. We will educate employees on common exposures caused by their people who unintentionally can be the company's biggest threat.

8

Keeping Up with Company Policies

Company policies are created for a reason and often address many of the areas discussed within this training curriculum. Keeping up with company policies helps protect the company by enforcing policies such as updating to the latest security software or requiring the user's password be more complex. In this class, we will help the employee understand the importance of understanding and following company policies regarding the safety and security of the company's information.

9

Avoiding Malware and Ransomware

In this topic, we will cover two important software hacking attack programs called Malware and Ransomware. These types of programs are designed to change, erase, infect, and/or hold hostage the company's sensitive data and information. We will help the user understand what these types of attacks are, what they can do to infect a company and what you, the user, can do to avoid being the victim of a Malware or Ransomware attack.

10

Protecting Intellectual Property Against Advanced Persistent Threats

In this topic, we will cover the meaning behind Advanced Persistent Threats (APT) and how these threats steal valuable secrets and information without ever being detected. This is an awareness course designed to help the user understand this important aspect of Security and ways to detect the hidden intruder.

11

Pulling it All together: Wrap up of Improving Security

Through this series we have discussed why security is important and why it is everyone's job. There are many ways to be part of the front line of defense. Good company policies and employee awareness training are vital to protecting the user and the company against cybercriminals. You have taken the most important step toward reaching that goal, awareness training. As a front-line defender, it is important for you to remember that you are an access point into the company network, so you, the user, should be aware of the different tactics used to steal, extort, damage, or erase sensitive information.



About Bold Business Nuggets

Bold Business Nuggets is the learning division of Bold Business that helps companies grow through the most effective way of training. We require learners to actively apply their knowledge through quizzes and challenging real-life applications. With our gamification and social sharing features, we amplify knowledge retention and application!

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