Training and Awareness Program Documentation

Document Details

Document Title	Security Awareness Training Program
Version	1.0
Date	2024-06-01
Prepared by	Training Coordinator
Approved by	Management

Program Overview

The Security Awareness Training Program aims to educate all employees on organizational security policies, best practices, and compliance requirements. This training increases understanding of security threats and proper response actions to protect organizational assets and data.

Objectives

- Raise awareness about information security risks.
- Promote best security practices among staff.
- Ensure compliance with regulatory standards.
- Reduce incidents caused by human error.

Target Audience

- All employees
- Contractors
- Temporary staff
- Interns

Training Methods

- Instructor-led sessions
- Online self-paced modules
- Email campaigns
- Interactive workshops
- Phishing simulations

Program Schedule

Module	Date	Facilitator
Security Fundamentals	2024-06-10	IT Security Team
Email & Phishing Risks	2024-06-15	Cybersecurity Specialist
Data Protection	2024-06-20	Compliance Officer

Attendance Record

Name	Department	Attended (Y/N)	Date

| Jane Smith | Finance | Y | 2024-06-10 |
| John Doe | IT | Y | 2024-06-10 |

Evaluation and Feedback

Participants were given feedback forms to assess the relevance, quality, and effectiveness of the training delivered. Key feedback will be used to improve future training sessions.

Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial document creation	Training Coordinator

Important Notes

- Documentation should be kept up to date after every training session.
- Attendance records are crucial for audit and compliance purposes.
- Feedback helps refine and improve the effectiveness of future programs.
- Ensure all stakeholders review and approve the documentation.
- Store records securely and maintain confidentiality as necessary.