#### **Step 3: Training Plan - SOLUTION**

The frequency of the employee training will be one year. The breakdown is as follows:

For each department, the training duration will be 4 weeks, retraining will be 2 weeks, and performance measurement of 90 days for all departments.

For an average of five (5) departments, training duration will be 5 months, retraining will be 2 months and 2 weeks, given a sub-total of 7 months and 2 weeks to effectively train all employees, plus the performance measurement of 3 months resulting into a total of 10 months and 2 weeks. The training is going to be in-person to ensure hands-on.

**Topics**

1. ***Data Security, a case study***

Class Objectives: employee should be able to:

* Define Data Security
* identify Data Security control types, authentication, access control, encryption, deletion, masking, and perform backup and data recovery

1. ***Mobile Device Loss or Theft, The Impact, and Your Back-up Plan***

Class Objectives: employee should be able to:

* Explain how device loss or theft could lead to breach
* Set strong password and set up 2FA security solution
* Demonstrate how to secure their mobile devices

1. ***What is Malware, How it affect you, and your organization***

Class Objectives: employees should be able to:

* Define malware and its types.
* Explain why they should treat all downloads suspiciously
* Demonstrate how to patch applications

1. ***Protect yourself against malware and other cyber attack vectors***

* Identify all cyber attacks agents and explain what the impact of a single phish can be to the organization
* Identify all the weakness and vulnerabilities an attacker could exploit
* Identify what the cyber criminals are looking for
* Identify the cyber criminal tactics to steal target credentials

1. ***Legal implications of your actions***

Class Objective: employees should be able to:

* Understand all the legal implications in the event of credentials stolen by cyber criminals.
* Understand that it could also lead to termination and litigation against them.

**Measuring Effectiveness** after training will be done by email campaign on all employees that got trained. Employees will receive a series of e-mails from unknown senders instructing them to click some links or download files. An evaluation will be done every day for up to the 90 days performance duration period set above.