

Project 1 – Security Awareness Program – ABC Tech Pvt Ltd

Section 1: Objective & Overview

Welcome to ABC Tech Pvt Ltd Security Awareness Training

Objective:

- Reduce human error in cybersecurity
- Teach safe practices for data & systems
- Build a security-first culture

Section 2: Training Topics

- **Phishing Awareness:**

- Do NOT click on suspicious emails or links
- Verify sender email address
- Look for spelling/grammar mistakes
- Report any suspicious email to IT/Compliance immediately

- **Password Security:**

- Use strong passwords: 12+ characters with letters, numbers, symbols
- Enable Multi-Factor Authentication (MFA)
- Never share passwords
- Change passwords regularly

- **Data Protection & Social Engineering:**

- Do not share sensitive company/customer info
- Store documents securely
- Verify identity before sharing information

- Be cautious of phone calls, messages, or visits asking for confidential info
- **Incident Reporting:**
 - Report suspicious activity immediately
 - Use the Compliance/IT email or hotline
 - Examples: phishing email clicked, lost company device, unauthorized data access

Section 3: Poster / Email Tips

TOP 5 CYBERSECURITY TIPS – ABC TECH

1. Do NOT click suspicious emails or links
2. Use strong, unique passwords
3. Enable Multi-Factor Authentication (MFA)
4. Keep your devices secure
5. Report any suspicious activity immediately

Stay Alert. Stay Secure.

Section 4: Quiz

1. Which of these is a phishing email?
 - A) Official HR email asking for leave approval
 - B) Email from unknown sender asking for password
 - C) Monthly newsletter from company
 - D) Team meeting invite
2. What makes a strong password?
 - A) 4 letters only
 - B) Date of birth
 - C) Combination of letters, numbers, symbols, 12+ characters
 - D) "password123"
3. If someone calls asking for confidential info, you should:
 - A) Give info immediately

- B) Verify their identity first
 - C) Ignore completely
 - D) Post it on social media
4. What should you do if you click a suspicious link?
- A) Nothing, it's fine
 - B) Report immediately to Compliance/IT
 - C) Delete your email account
 - D) Restart your computer
5. Multi-Factor Authentication (MFA) helps:
- A) Only for email
 - B) Prevent unauthorized access even if password is stolen
 - C) Slow down computer
 - D) Replace passwords entirely

Answer Key: 1B, 2C, 3B, 4B, 5B

Section 5: Training Calendar

Month	Training Topic	Method	Responsible
Jan	Password Hygiene	Slides + Quiz	Compliance Team
Feb	Phishing Awareness	Email Tip + Quiz	Compliance Team
Mar	Data Handling	Slides	Compliance Team
Apr	Incident Reporting	Workshop	Compliance Team
May	Social Engineering	Slides + Poster	Compliance Team
Jun	Review & Refresher	Quiz + Posters	Compliance Team