[Company Name & Logo]

**Awareness and Training Plan**

**Ensuring security through continuous training and awareness.**

**Version: 1.0**

**Date: (mm/dd/yy)**

|  |  |
| --- | --- |
| Prepared by | |
| Name |  |
| Designation |  |

|  |  |
| --- | --- |
| Reviewed By: | |
| Name |  |
| Designation |  |

|  |  |
| --- | --- |
| Approved By: | |
| Name |  |
| Designation |  |

**Table of Contents**

[1. Objective 4](#_Toc193824763)

[2. Target Audience 4](#_Toc193824764)

[3. Training Modules 4](#_Toc193824765)

[4. Delivery Methods 5](#_Toc193824766)

[5. Training Schedule 5](#_Toc193824767)

[6. Survey and Feedback 6](#_Toc193824768)

[7. Validity Management of Documents 6](#_Toc193824769)

# 1. Objective

To ensure all employees are aware of their roles in maintaining security standards through targeted training and regular awareness initiatives.

# 2. Target Audience

|  |  |  |
| --- | --- | --- |
| Employee Group | Training Type | Frequency |
| All Staff | General Security Awareness | [Frequency] |
| IT Department | Advanced Security Practices | [Frequency] |
| Managers/Supervisors | Role-Based Security Management | [Frequency] |
| New Employees | Introduction to Security Policies | [Frequency] |

# 3. Training Modules

|  |  |  |  |
| --- | --- | --- | --- |
| Module | Description | Target Group | Delivery Method |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 4. Delivery Methods

|  |  |
| --- | --- |
| Method | Description |
| Online Training | Conducted via **[platform]**, self-paced |
| In-Person | Instructor-led sessions in the **[place]** |
| Webinars | Monthly interactive security webinars |

# 5. Training Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Session | Duration | Trainer |
| [dd/mm/yyyy] | General Security Awareness | 2 hours | [Trainer Name] |
| dd/mm/yyyy] | Role-Based Security Practices | 3 hours | [Trainer Name] |
| dd/mm/yyyy] | Phishing Awareness | 1.5 hours | [Trainer Name] |
| dd/mm/yyyy] | New Employee Security Introduction | 2 hours | HR Department |

# 6. Survey and Feedback

* **Knowledge Checks:** Employees will take tests to measure their knowledge of the subject after each training session.
* **Feedback Forms:** Following each session, attendees are going to be asked to rate the training's efficacy and provide areas for development.
* **Performance Metrics:** To make necessary adjustments to future training, the safety team will monitor evaluation results and participation rates.

# 7. Validity Management of Documents

The validity of this document is **[dd/mm/yyyy]**. The training plan must be updated and maintained through the Security Officer, **[job title]**, at least once a year or whenever there are major modifications.