Information Update

This document provides an update on the latest developments regarding the updated training program, policy, and procedures discussed in the meeting with the IT Manager. It summarizes the actions taken and the next steps to be followed for continuous improvement of the organization’s cyber security practices.

# Key Updates from Meeting with IT Manager

- \*\*Updated Training Program\*\*: A more detailed and frequent training schedule will be implemented. The training will include real-world simulations, and updates will be provided regularly to reflect emerging cyber threats.  
- \*\*Updated Policy and Procedure\*\*: The organization’s policy will now have clearer guidelines for remote work, personal device security, and a defined incident response procedure.  
- \*\*Implementation Plan\*\*: A centralized online platform will be used to ensure accessibility for all employees, and a review period will be set in 3 months to assess the effectiveness of the changes.

# Next Steps

The following steps will be undertaken following the meeting:  
- Finalize the updated training program and policy, ensuring clarity and accessibility.  
- Roll-out of the updated training program and policy across departments.  
- Set up a centralized platform for policy and procedure access.  
- Monitor the impact of the changes and gather feedback from employees.