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| **Training sign off** | | |
| **Requirements:** | **Y/N?** | **Explanations or clarifications:** |
| **Policy Justification** |  |  |
| * Adequate analysis of what current policies and procedures are? |  |  |
| * Adequate analysis of why current policies are lacking? |  |  |
| * Adequate proposition of how to address the noted issues? |  |  |
| **Training materials** |  |  |
| * Slides created and adequate for Password Policy? |  |  |
| * Slides created and adequate for Clean Desk Policy? |  |  |
| * Importance statements created and adequate? |  |  |

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_