**Training and Awareness Plan**

In order to qualify that personnel with a role in information security to execute their tasks, the following training must be carried out:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Job title or name*** | ***Necessary knowledge and skills for business continuity implementation*** | ***Which training is necessary*** | ***Implementation record of necessary training*** | ***Have training objectives been achieved?*** | ***Achieved knowledge, skills, experience*** |
| IT Department |  |  |  |  |  |
| Marketing Department |  |  |  |  |  |
| Finance Department |  |  |  |  |  |
| Legal Department |  |  |  |  |  |
| Risk Department |  |  |  |  |  |
| Supplier Relationship Department |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

For personnel to understand the importance of information security management and their own contribution to ISMS, accept policies and plans, and understand the consequences of breaching the information security rules, the following awareness-raising methods must be applied: information day, intranet articles, newsletter, joint meetings, E-learning, internal e-mail messages, video recordings, [other standard methods in the organization].

Training and awareness implementation is scheduled as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Awareness-raising method*** | ***January*** | ***February*** | ***March*** | ***April*** | ***May*** | ***June*** | ***July*** | ***August*** | ***September*** | ***October*** | ***November*** | ***December*** |
| Information day |  |  |  |  |  |  |  |  |  |  |  |  |
| Induction training |  |  |  |  |  |  |  |  |  |  |  |  |
| Regular employee training |  |  |  |  |  |  |  |  |  |  |  |  |
| Intranet articles |  |  |  |  |  |  |  |  |  |  |  |  |
| Newsletter articles |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint meetings |  |  |  |  |  |  |  |  |  |  |  |  |
| E-learning |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal e-mail messages |  |  |  |  |  |  |  |  |  |  |  |  |
| Video recordings |  |  |  |  |  |  |  |  |  |  |  |  |
| [other methods] |  |  |  |  |  |  |  |  |  |  |  |  |

Responsibilities:

* [job title] is responsible for coordination of all training and awareness raising
* [job title] is responsible for keeping records of all training
* [job title] is responsible for assessing the achievement of training objectives
* [job title] is responsible for this plan, stored at [description of storage location], and this person has exclusive right to edit and change the document; this record must be kept for [number] years