

# **TEAM LEAD TRAINING PROGRAM MATERIALS**

*DeepShield Systems, Inc.*

*Version 2.4 - Last Updated: January 1, 2024*

*CONFIDENTIAL AND PROPRIETARY*

## **1. PROGRAM OVERVIEW AND LEGAL FRAMEWORK**

1. This Team Lead Training Program ("Program") constitutes the official training curriculum and certification requirements for all Team Lead positions within DeepShield Systems, Inc.

("Company"). This document outlines the mandatory components, assessment criteria, and legal obligations associated with the Program.

2. All rights, materials, and intellectual property contained within the Program are the exclusive property of DeepShield Systems, Inc. and are protected under applicable intellectual property laws.

## **2. ELIGIBILITY AND PREREQUISITES**

1. Candidates for the Team Lead Training Program must meet the following minimum requirements:

- a) Minimum two (2) years of employment with DeepShield Systems, Inc.
- b) Current role classification of L3 Engineer or higher
- c) No active performance improvement plans within the previous 12 months
- d) Completion of required security clearances for OT environment access
- e) Written recommendation from current department manager

2. Exceptions to these prerequisites require written approval from both the VP of Engineering and Human Resources Director.

## **3. TRAINING CURRICULUM COMPONENTS**

1. Technical Leadership Module

- Advanced ICS Security Architecture (40 hours)
- OT Network Management and Monitoring (24 hours)
- Incident Response Leadership (16 hours)
- Maritime Infrastructure Protection Protocols (16 hours)

## 2. Management Skills Module

- Team Dynamics and Leadership (24 hours)
- Project Management Fundamentals (16 hours)
- Performance Management and Coaching (16 hours)
- Conflict Resolution (8 hours)

## 3. Compliance and Risk Management

- Industrial Compliance Standards (8 hours)
- Risk Assessment and Mitigation (16 hours)
- Documentation and Reporting Requirements (8 hours)
- Legal and Regulatory Framework (8 hours)

## **4. CERTIFICATION REQUIREMENTS**

### 1. Program participants must achieve:

- a) Minimum 85% attendance across all modules
- b) Passing score (80% or higher) on all technical assessments
- c) Successful completion of practical leadership scenarios
- d) Final certification project presentation to senior management

### 2. Certification Validity

- Initial certification valid for two (2) years
- Renewal requires completion of 40 hours continuing education
- Annual performance review rating of "Meets Expectations" or higher

## **5. CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

1. All Program materials, including but not limited to training manuals, presentations, assessments, and methodologies, are confidential and proprietary to DeepShield Systems, Inc.

### 2. Participants shall:

- a) Maintain strict confidentiality of all Program materials
- b) Not reproduce or distribute materials without written authorization
- c) Return all physical materials upon Program completion
- d) Continue to observe confidentiality obligations post-certification

## **6. PROGRAM ADMINISTRATION**

### **1. Program Governance**

- HR Department: Administrative oversight and record-keeping
- Engineering Department: Technical content and assessment
- Legal Department: Compliance and documentation review
- Executive Sponsor: VP of Engineering

### **2. Documentation Requirements**

- Maintenance of participant records for 5 years
- Quarterly reporting on Program metrics
- Annual curriculum review and updates
- Certification tracking database maintenance

## **7. LEGAL DISCLAIMERS AND LIMITATIONS**

### **1. Program completion does not constitute:**

- Guaranteed promotion or compensation adjustment
- Modified employment terms or conditions
- Waiver of at-will employment status
- Creation of contract rights or obligations

### **2. The Company reserves the right to:**

- Modify Program requirements and content
- Revoke certification for cause
- Adjust eligibility criteria
- Discontinue or suspend the Program

## **8. ACKNOWLEDGMENT**

The undersigned acknowledges receipt and understanding of these Program materials and agrees to comply with all terms and conditions contained herein.

**Participant Name:** \_

**Employee ID:**

**Date:**

Authorized by:

James Morrison

VP of Engineering

DeepShield Systems, Inc.

[HR Director Name]

Human Resources Director

DeepShield Systems, Inc.