

CoMaSi Trainer Operations Addendum

Operational Guide for Licensed Trainers and Facilitators

This addendum supplements the CoMaSy™ Trainer & Compliance Handbook. It defines operational standards, trainer authority, delivery formats, and safeguards required to ensure consistent, compliant, and effective behavioral cybersecurity training.

1. Scope and Authority

This document applies to licensed CoMaSy trainers and facilitators only. It may not be distributed, copied, or adapted without written permission. CoMaSy is a moderated training system. Independent self-study or unsupervised use does not constitute valid CoMaSy training.

2. Trainer Role and Responsibility

The trainer acts as moderator, not lecturer. Their role is to create psychological safety, guide reflection, reinforce the pause habit, and connect scenarios to organizational context. Trainers must never shame, test, or discipline participants.

3. Approved Delivery Formats

CoMaSy may be delivered as:

- Short workshops (60–90 minutes)
- Modular sessions (30–45 minutes)
- Facilitated group play (teams of 4–8)

Delivery must always include facilitated discussion and reflection.

4. Workshop Flow (Standard)

1. Introduction and framing (human factor focus)
2. Scenario presentation
3. Individual reaction decision
4. Group discussion and comparison
5. Trainer-led reflection on triggers and pause behavior
6. Reinforcement of safe actions

5. Group Size and Adaptation

Optimal group size is 4–8 participants. Larger groups require breakout facilitation. Sessions may be adapted for executive, operational, or educational audiences, but the core pause principle must not be altered.

6. Measurement and Documentation

Trainers may document observed behaviors such as pause frequency, trigger recognition, and decision patterns. Scoring is used for learning reinforcement only and must not be used for performance evaluation or disciplinary action.

7. Physical and Digital Materials

Only official CoMaSy cards, scenarios, and digital tools may be used. Trainers must not create or substitute scenarios without approval, as this may compromise behavioral validity.

8. Compliance and Audit Use

Behavioral observations may be aggregated to demonstrate training effectiveness for compliance and audit purposes. Individual performance data must remain anonymous.

9. IP Protection and Misuse Prevention

Unauthorized reproduction, resale, or unmoderated use of CoMaSy materials is prohibited. Trainers are responsible for safeguarding materials and ensuring correct usage.

10. Trainer Certification and Renewal

Trainer authorization may require certification, onboarding, and periodic renewal. Failure to adhere to operational standards may result in suspension of trainer status.

Closing Statement

CoMaSy works because it trains behavior under pressure. The integrity of the system depends on consistent, moderated delivery. This addendum ensures CoMaSy remains effective, defensible, and trustworthy.