

Staff Induction

Name:		Department:		
Designation:		Date Joined:		
S/N	Topics	Trainer (Name / Sign)	Date	Remarks
1.	Introduction to Management and Colleague			
2.	Company Profile & Services			
3.	Employment Details / Roles & Responsibilities			
4.	Information Security Policies & Objectives			
5.	ISMS Manual, Applicable Procedures and Controls			
6.	Applicable Risk Assessment & Risk Treatment			
7.	Applicable Legal and Other Requirements			
8.	Information Security Weaknesses, Events and Incidents Reporting and Management			
9.	Contribution to ISMS and Importance of complying with applicable requirements			
10.	Consequences of breaching information security rules			
Other Topics: (Specify below)				

The above-mentioned topics have been discussed to me for my full understanding and compliance.

Employee Name / Signature / Date