

FACILITATOR GUIDE

INFORMATION MANAGEMENT

MODULE 5

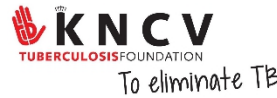
Information Security and Contingency Planning

Acknowledgements

This Module was prepared by Justus and Julius



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1. Handouts,
2. Slides
3. Computer
4. Overhead projector
5. Flip chart
6. Markers and pens
7. Note books
8. Exercise sheets

TIMELINE: 45 Minutes

METHODOLOGY:

1. Lecture
2. Individual exercise

ADVANCE PREPARATION:

1. Printing notes
2. Familiarize oneself with the topic and slides
3. Ensure that the exercise sheets are pre-printed prior to the presentation
4. Prepare at least 2 different facilitators to take the class through the practical session

FACILITATORS STEP-BY STEP INSTRUCTIONS:

1. Welcome and Introduction
2. Present module overview
3. Recap presentation using the exercises
4. Ask if there is any question.
5. Distribute handouts

FACILITATORS NOTES

- Define information security and Contingency Planning
- Describe benefits of a Contingency Plan in Information Security

SLIDE OF POWERPOINT PRESENTATION

SITUATION ANALYSIS/ EXERCISES

- 1) Tabulated sheet detailing the exercise for the session.
- 2) Practical session should be interactive and a hands-on approach where the participants are allowed to practice.

ASSESSMENT REVIEW

1. What is information security?
2. What is Contingency planning?
3. What measures can be taken to ensure information security?

REFERENCES

- GLI TB training package (<http://www.stoptb.org/wg/gli/trainingpackages.asp>)