

READYSET SECURE TRAINING

Curriculum Overview

This series combines knowledge- and application-based lessons to teach cyber and physical security best practices that are essential to keeping companies and their employees safe. Explore key considerations and uncover tips through seven engaging, interactive eLearning courses.

Courses		Description	Key Skills	Follow-Up Actions
Course 1	State of Security	Learn the importance of modern cyber security by exploring its past, present, and potential future.	<ul style="list-style-type: none"> Recognizing behaviors that increase the likelihood of getting hacked Identify potential cyber threats and issues 	<ul style="list-style-type: none"> Reflect on personal cyber security habits Assess your likelihood of being hacked
Course 2	Acceptable Use: Company Computers, Email, Personal Devices & Wi-Fi	Learn best practices for securely using company computers, email, personal devices, and Wi-Fi.	<ul style="list-style-type: none"> Recognizing the dangers of the internet Comparing your current computer practices to ideal state 	<ul style="list-style-type: none"> Assess whether you adhere to acceptable use best practices Identify areas of opportunity and commit to improving on those items
Course 3	Scam Awareness	Become a master at identifying and avoiding social engineering such as phishing scams and malware.	<ul style="list-style-type: none"> Identifying and differentiating phishing, spear-phishing, and spam Adopting best practices to avoid becoming a victim of scams 	<ul style="list-style-type: none"> Practice distinguishing between spam, phishing, and spear-phishing Understand your company's policy for addressing scams
Course 4	Password Management	Discover the importance of password management along with best practices for password construction and management.	<ul style="list-style-type: none"> Adopting password construction and management best practices Recognizing password-related pitfalls 	<ul style="list-style-type: none"> Assess whether you live up to the password best practices Identify which passwords you need to change to make them more secure

Course 5	Data Protection	Learn the importance of data protection and making sure the data you collect is needed and used lawfully.	<ul style="list-style-type: none"> • Recognizing how sensitive information is and how to classify, handle, and share that information • Identifying your organization's blind spots when it comes to data protection 	<ul style="list-style-type: none"> • Assign data classification levels appropriately • Learn about your company's data management policies
Course 6	Workplace Violence Overview	Uncover best practices on how to identify and handle violence if you encounter it in the workplace.	<ul style="list-style-type: none"> • Recognizing violent warning signs in others • Mastering the RUN, HIDE, FIGHT concept if you encounter an active aggressor 	<ul style="list-style-type: none"> • Identify what is and is not a warning sign of violence • Reflect on when you've used de-escalation and how it impacted the outcome
Course 7	Workplace Violence Prevention Tactics	Limit your chances of becoming a victim of workplace violence by adopting personal safety habits and eliminating the opportunity for crime.	<ul style="list-style-type: none"> • Practicing being aware of your surroundings in and outside the workplace • Recognizing the Crime Triangle and how to not fall victim to it 	<ul style="list-style-type: none"> • Write down ways you can minimize a criminal's opportunity to commit a crime • Note things your company can do to improve security • Familiarize yourself with your workplace including exits, phones, hiding places, etc.