



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

- 1) Introduction
 - a) Why training?
 - b) Standards
- 2) Scams
 - a) Social Engineering
 - b) Phishing
 - c) Spear Phishing
 - d) Whaling
 - e) Malware
 - f) Identifying Scams
 - i. Senders
 - ii. Mismatched Domains
 - iii. Urgency
 - iv. Spelling & Grammar
 - v. Generic Addressing
 - vi. Links & Attachments
- 3) Security
 - a) Security Tools
 - i. Software
 - ii. Passwords
 - iii. Multi-Factor Authentication
 - iv. Encrypted Emails
 - b) Best Practices
 - i. Personal Use
 - ii. Public Wi-Fi
 - iii. Regular Maintenance
- 4) Breach Control
 - a) Personal Information
 - b) Internet Connection
 - c) Back Up Files



TRAINING OUTLINE

- d) Checking for Malware
 - e) Change Credentials
 - f) Contact Employer
 - g) Fraud Alerts
 - h) FTC
- 5) Conclusion