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Contents of the security awareness module

## Information Security 101

Item	Type & length	Notes	Use
<b>Stream A: security awareness materials for staff/all employees</b>			
1. Train-the-trainer guide	MS Word document  19 pages	START HERE! Lots of ideas for your security awareness program and new employee orientation sessions	✓
2. Awareness seminar on security basics	MS PowerPoint presentation  11 slides with speaker notes	A gentle introduction to the basics of information security for new employees	
3. Awareness seminar for awareness program launch	 11 slides with speaker notes	Introduces the new information security awareness program	
4. Awareness posters	6 high-resolution JPG images	Smart-looking thought-provoking images on basic infosec topics, suitable for professional or desktop poster printing	
5. Awareness screensavers	5 PC screensavers	Slideshows display the PowerPoint slides and awareness poster images	
6. Awareness briefing on security basics	 1 page	Information security basics to get new employees started	
7. Awareness briefing on passwords	 1 page	Advice on choosing long and strong yet memorable passwords and pass phrases	
8. Staff guideline: office infosec	 12 pages	Covers typical information security issues in the office or workplace	
9. Case studies	 13 cases, 2 pages each	A paragraph briefly describes the scenario, followed by 3 rhetorical questions; model answers help get the discussion going	
10. Staff top tips	 1 page	10 general/basic information security tips for everyone	
11. Security awareness bookmarks	 x 4	Helpful information security tips and pithy quotations; designed to be printed double-sided and laminated	

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12. Jumbo crossword	 4 pages, 133 clues, includes solution. Also 600 word .txt list with clues	Separate out the solution page before publishing or circulating if you use this as a competition! Create your own crosswords using the word list with Eclipse Crossword	
13. FAQ	 2 pages	Poses and answers frequently asked/avoided questions about basic information security issues	
14. Awareness quiz	 2 pages	15-30 fun-packed minutes of learning about information security	
15. Contact card	 1 page	Emergency contact information plus the “10 commandments” of information security	
16. Reminder postcard	 1 page	Newcomers remind themselves about information security	
17. Awareness survey	 1 page	Establish a baseline for your security awareness metrics	
18. Awareness test	 1 page	Check recall of basic awareness messages	
19. Hyperlinked glossary	 243 pages	Extensive glossary of c. 1,500 information security-related terms, intended for the <i>Security Zone</i>	
20. Information security pledge	 1 page	Employees acknowledge and accept their security obligations	
21. Course completion certificate	 2 pages	Includes a draft covering letter from the Information Security Manager or CISO	
<b>Stream B: security awareness materials for managers</b>			
22. Mind-maps & diagrams	 7 MS Visio drawings	Explanatory diagrams used in various other materials, provided in Visio for you to customize or adapt	
23. Management seminar	 13 slides with speaker notes	Introduces managers to the basics of information security	
24. Board agenda	 1 page	Seeks senior management understanding and support for the awareness program	
25. Elevator pitch	 1 page, ~100 words	A very brief helicopter view of information security	
26. Model Corporate InfoSec Policy	 4 pages	Model high-level policy lays out the principles and axioms of information security	

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27. Model IT AUP	 1 page	Do's and don'ts, presented as an Acceptable Use Policy	
28. Exec briefing on AUPs	 1 page	Explains AUPs and Codes of Conduct (use with the model AUP to develop your own)	
29. Exec briefing on information security	 1 page	Succinct executive briefing paper, touches on the key strategic elements of information security	
30. Mgmt briefing on information security	 1 page	Management briefing paper about the basics of information security	
31. Management tips	 1 page	10 little nuggets of information security advice for management	
32. InfoSec Awareness Manager ISAM	 1 page	Model job description for someone to manage the security awareness program	
33. InfoSec Awareness Officer ISAO	 1 page	Model job description for a junior to help deliver the security awareness program	
34. InfoSec Awareness Contact ISAC	 1 page	Model rôle description for business people to assist the security awareness program	
35. Mgmt briefing on information security metrics	 3 pages	Introduces managers to the purpose and concepts behind security metrics – a taster for things to come	
<b>Awareness materials for professionals</b>			
36. Newsletter	 4 pages	Explains the information security awareness program's objectives and structure	
37. Tech seminar	 12 slides with speaker notes	Set IT, risk, compliance and other professionals/specialists thinking seriously about information security	
38. Tech briefing on infosec basics	 1 page	High level overview of what information security involves	
39. Top tech tips	 1 page	10 practical security tips for technologists	
40. Design spec for the <i>Security Zone</i>	 14 pages	Generic specification for an intranet website for information security awareness and training purposes	
41. Tech briefing on baseline security controls	 4 pages	Describes the security baseline concept with examples of basic information security controls typically included	

Item	Type & length	Notes	Use
42. Basic information security ICQ	 6 pages	Internal Controls Questionnaire (IT audit style checklist) to check the organization's basic information security arrangements	