

Cybersecurity Awareness Training for Employees

Areas of learning & best practices to consider when implementing training at your business

- **IT policies** – Work with your IT department to develop clear cybersecurity policies (password safety, VPN use, work from home protocols, etc.) and ensure your training covers a review of them.
- **Accountability** – Explain employees' responsibilities and accountability when using company issued devices, continually emphasizing the importance of data security and legal obligations to protect confidential information.
- **Passwords** – Train employees about password best practices, including how to choose a strong password, and the importance of not reusing passwords.
- **Notification procedures** – Should a breach happen, employees need to know how to report the incident to your IT team.
- **Unauthorized software** – Inform employees that they shouldn't download unauthorized software on company devices.
- **Suspicious links** – Training should show employees how to identify and avoid suspicious links in web browsers, documents, and email.
- **Responsible email use** – Employees need to learn the tell-tale signs of email scams, which can include unusual spelling, an unknown sender, or an unexpected, urgent request for credentials or funds.
- **Social engineering and phishing** – Your training needs to help employees recognize the tactics hackers use in these attack types.
- **Physical security** – Tell employees to safeguard their computers by locking them if they walk away.
- **Stimulate attacks** – Demonstrating different cyberattack types can help employees better identify them in real-life scenarios.
- **Interactive modules** – If employees aren't engaged in their training, it won't be as effective. Breaking up your training into shorter, interactive modules encourages meaningful engagement with the information they need to know.
- **Continuous training** – One time is not enough: train your employees thoroughly and regularly.

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