



2026 CYBERSECURITY AWARENESS & DATA PROTECTION TRAINING COURSE

PAUSE · INSPECT · VERIFY · PROTECT · REPORT

Every day, a single click, a shared password, or an unreported email can either stop a cyber attack cold or open the door to a costly breach. This training gives you the confidence to make the right call.

Cyber threats target organizations of every size and industry, and attackers increasingly aim at people rather than systems.

That makes you the most important line of defense. In this course, you'll learn to recognize the most common and dangerous threats we face, respond calmly under pressure, and report problems fast, so small mistakes never become major incidents.

This is your annual security awareness training. It's designed for everyone: employees, contractors, managers, and executives, with no technical background required.

Everything is built around one simple, memorable habit you can apply anywhere:



WHAT YOU'LL BE ABLE TO DO

- Spot phishing and social engineering across email, phone, text, and QR codes, and know the red flags before you click
- Protect your credentials with strong passphrases, a password manager, and multi-factor authentication (MFA)
- Handle sensitive data safely and use email, cloud, and software the right way
- Secure your devices for mobile, remote, and travel work
- Recognize malware and ransomware warning signs and respond correctly
- Report incidents quickly through the right channels, with no penalty for good-faith reporting

WHO IT'S FOR

All staff completing required annual security awareness training.

No prior security or IT knowledge is assumed. If you use email, a phone, or company files, this course is for you.

COURSE SYLLABUS

This training is delivered as a single, self-paced lesson organized into four modules, followed by a graded final assessment.

- Plan for roughly 30 to 40 minutes to complete everything, including the knowledge checks.
- Format:** self-paced reading with illustrations, quick knowledge-check quizzes after each major module, and a final assessment.
- Requirement:** score 80% or higher on the final assessment to complete the course and earn your certificate.



YOU'VE GOT THIS.

A little awareness goes a long way, and by the end you'll have the habits that make our whole organization stronger, safer, and more resilient.

MODULE	TOPICS COVERED	ASSESSMENT
Introduction: The Pause-Inspect-Verify-Protect-Report Model	Why security matters; the five-step behavior model that anchors the whole course	—
1. Foundation: Threats & Shared Responsibility	Security as everyone's job; roles across the organization; today's threat landscape and threat actors	—
2. Protect Your Credentials & Devices	Strong passphrases; MFA; password managers; API keys and secrets; biometrics; mobile, remote, and travel security	Knowledge check
3. Recognize Attacks	Phishing and social engineering; red flags and safe verification; real-world scenarios; malware and ransomware response	Knowledge check
4. Protect Data & Respond	Handling sensitive data; safe email, cloud, software, and AI use; insider risks; compliance frameworks; daily habits; incident recognition and reporting	Knowledge check
Final Assessment	Cumulative test across all four modules	80% to pass



Stronger Habits.
Stronger Organization.
Stronger Future.



Make security a habit. Make a difference.
Pause. Inspect. Verify. Protect. Report.