

Fall into an A+ Information Security Training Program this Season



The fall season can be one of the best times to launch an employee training program to increase awareness about information security risks to businesses. Repetition and frequency of training are key to helping employees understand their responsibilities around data management and protection.

Here are 5 strategies for creating an A+ employee training program this fall:

1. Commit to a Culture of Security

Present a top down approach to data protection where management demonstrates a commitment to information security. Ask employees to take a pledge to make their workplace more secure and encourage participation from all areas of the business by appointing employees from a range of departments to participate on a committee focused on improving information security practices.

2. Repetition and Frequency is Key

Training on how to handle and dispose of confidential information should occur throughout the year and include a "multichannel" approach utilizing a mix of in-person and digitally-delivered video training content.

3. Out of Sight, Out of Mind

Place visual cues throughout office common areas to remind employees of their responsibilities in protecting confidential information. Reminder posters, such as this series of office security posters from Shred-it that target common workplace errors that increase the risk of a data breach.

4. Go where your employees are

Ensure training addresses the safe destruction of confidential information for both office and remote workers. Also leverage platforms employees can access from any location including internal newsletters, intranet news feeds, employee and corporate social media accounts to provide constant information security reminders. Keep the information short to make it more digestible.

5. Embed it

Make security best practices a seamless part of daily tasks. Implement a Shred-it all Policy, which requires all documents to be destroyed when they're no longer needed and a Clean Desk policy which encourages employees to clear their desks and lock documents in a secure unit when they leave their workstation at the end of each day.

All businesses should increase the priority of employee training to protect workplace information security. When all employees understand how to manage and identify privacy risks, business leaders are in a better position to protect their customers, their reputation and their people.