Training and Awareness Plan

In order to qualify the personnel with a role in information security to execute their tasks, the following training must be carried out:

Job title or name					
E.g. System administrator					
E.g. John Doe					
E.g. Jane Doe					

Commented [270011]: To learn how to perform these activities, read this article:

How to perform training & awareness for ISO 27001 and ISO 22301 https://advisera.com/27001academy/blog/2014/05/19/how-to-perform-training-awareness-for-iso-27001-and-iso-22301/

Commented [270012]: This refers both to employees and to external personnel.

Commented [270013]: Write here "business continuity" if you are implementing only ISO 22301.

Commented [270014]: For examples of common awareness and training to be considered, read this article:

8 Security Practices to Use in Your Employee Training and Awareness Program https://advisera.com/27001academy/blog/2015/03/02/8-security-practices-to-use-in-your-employee-training-and-awareness-program/

Commented [270015]:

Commented [270016]: Can be: general knowledge (required by all), specific knowledge (for certain systems) or managerial knowledge.

Commented [270017]: Provide the title of courses etc. to be carried out – both in-house and external.

Commented [270018]:

Commented [270019]: Assess whether desired knowledge and skills have been achieved by the training.

Commented [2700110]: Insert current level for individuals or groups.

Commented [27A11]: These are just examples; please change this information according to your company practice.

Training and awareness implementation is scheduled as follows:

Awareness-raising method	January											
Information day					Third week of the month							
Newsletter	Once a		Once a		Once a		Once a		Once a		Once a	

Commented [2700112]: Write here "business continuity" if you are implementing ISO 22301 only.

Commented [2700113]: Write "BCMS" here if you are implementing ISO 22301 only.

Commented [2700114]:

Commented [2700115]: If in standard use for internal communication.

Commented [2700116]: If used in the organization.

Commented [2700117]: Use regular meetings for presentation of selected topics.

Commented [2700118]: Use courses offered on the market or customized to the organization.

Commented [2700119]: Videos may be a powerful presentation medium.

Commented [2700120]:

Commented [2700121]: For each month, insert methods to be implemented, including their scope (all personnel or selected organizational units).

				month		month		month		month	
[other methods]												

Commented [2700122]: These are examples. Delete them to include your own data.

Commented [2700123]: This training will help you raise the security awareness and track the knowledge of your employees: https://training.advisera.com/awareness-session/security-awareness-training/

Responsibilities:

- [job title] is responsible for coordination of all training and awareness raising
- [job title] is responsible for keeping records of all training
- [job title] is responsible for overseeing the achievement of training objectives
- [job title] is responsible for the safe storage of this document, and this person has exclusive right to edit and change this

  document; this record must be kept for [number] years

Commented [2700124]: E.g.: Business Continuity Manager, Security Manager, Information Security Manager, etc.

Commented [2700125]: HR Manager

Commented [2700126]: E.g.: Business unit responsible, process owner, etc.

Commented [2700127]: E.g.: Business Continuity Manager, Security Manager, Information Security Manager, HR Manager, etc.

Commented [2700128]: E.g.: Cloud storage, cabinet in HR department, etc.

Commented [2700129]: E.g.: 3 years