READY SET > Secure

	Course Description	Key Skills	Follow-Up Actions
State of Security	Learn the importance of modern cyber security by exploring its past, present, and potential future.	• Assess your likelihood of getting hacked • Identify potential cyber threats and issues	• Reflect on personal cyber security habits • Assess your likelihood of being hacked
Acceptable Use: Company Computers, Email, Personal Devices & WiFi	Learn best practices for securely using company computers, email, personal devices, and Wi-Fi.	• Recognize the dangers of the internet • Compare your current computer practices to ideal state	• Assess whether you adhere to acceptable use best practices • Identify areas of opportunity and commit to improving on those items
Scam Awareness	Become a master at identifying and avoiding social engineering such as phishing scams and malware.	• Identify and differentiate phishing, spear-phishing, and spam • Adopt best practices to avoid becoming a victim of scams	• Distinguish between spam, phishing, and spear-phishing • Understand your company's policy for addressing scams
Password Management	Discover the importance of password management along with best practices for password construction and management.	• Adopt password construction and management best practices • Recognize password-related pitfalls	• Assess whether you live up to the password best practices • Identify which passwords you need to change to make them more secure
Data Protection	Learn the importance of data protection and making sure the data you collect is needed and used lawfully.	• Recognize how sensitive information is and how to classify, handle, and share that information • Identify your organization's blind spots when it comes to data protection	• Assign data classification levels appropriately • Learn about your company's data management policies

Workplace Violence Overview	Uncover best practices on how to identify and handle violence if you encounter it in the workplace.	• Recognize violent warning signs in others • Master the RUN, HIDE, FIGHT concept if you encounter an active aggressor	• Identify what is and is not a warning sign of violence • Reflect on when you've used de-escalation and how it impacted the outcome
Workplace Violence Prevention Tactics	Limit your chances of becoming a victim of workplace violence by adopting personal safety habits and eliminating the opportunity for crime.	• Practice being aware of your surroundings in and outside the workplace • Recognize the Crime Triangle and how to not fall victim to it	• Write down ways you can minimize a criminal's opportunity to commit a crime • Note things your company can do to improve security • Familiarize yourself with your workplace including exits, phones, hiding places, etc.