

SkillzSet Series

Digital Security

1 day seminar

This course is taught by an experienced instructor with over 20 years teaching at college level.

Course Overview

- ✓ **Security as a Daily Habit, Not a Policy:** Employees learn to treat security decisions like routine judgment calls pausing before clicking links, questioning urgency in requests, and double-checking anything involving money or sensitive data. Focus on building questioning as an instinct, not just memorizing rules.
- ✓ **Context Awareness in Digital Communication:** Teach staff to evaluate *why* a message exists, not just *what* it says. For example, if a coworker suddenly requests sensitive files or urgent payments outside normal workflow, that context mismatch is a red flag—even if the message looks legitimate.
- ✓ **Micro-Segmentation of Work Behavior:** Encourage employees to mentally separate tasks, accounts, and tools. Work email shouldn't be used for personal accounts, and sensitive tasks (like finance or HR actions) should be done in controlled environments. This reduces the blast radius of mistakes
- ✓ **Digital Footprint Awareness Inside the Company:** Help employees understand how their internal actions create trails—file access logs, shared links, chat histories—and how oversharing or careless communication can unintentionally expose sensitive information.
- ✓

What is included in this Course

Instructor Led that also includes:

Pre Assessment

Review

This section is a brief recap or summary of the key concepts and skills covered, used to reinforce learning.

Review Quiz

Post Assessment



Donna M. Parsons

Who Should Attend

- **Employees who handle “in-between” responsibilities:** People who aren't strictly IT or security but regularly move information between teams (operations coordinators, executive assistants, project leads).
- **New hires in their first 90 days:** Not just for onboarding basics, but to shape their instincts early before they adopt informal shortcuts or risky habits from peers. Early exposure helps normalize secure behavior as “the way things are done..”

To Register

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