

EMPLOYEE CYBERSECURITY AWARENESS TRAINING TOPICS



Your Employees Are Your First Line of Defense

Use this checklist to reinforce security habits throughout the year—not just during annual training.



Secure Devices:

Keep systems updated; lock screens; report lost devices.



Passwords & MFA:

Use a password manager; enable MFA; never approve unexpected prompts.



Remote Work:

Use VPN; avoid public Wi-Fi; secure home networks.



Physical Security:

Prevent tailgating; clean desk; protect equipment.



AI Safety:

Never paste confidential data into public AI tools.



Phishing:

Verify requests; check links; watch for QR codes, texts, and BEC.



Deepfakes:

Verify executive requests by phone or another trusted channel.



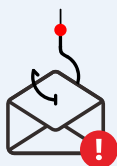
Security Culture:

Report suspicious activity; participate in phishing simulations.



62%

of breaches involve
a human element



91%

of cyberattacks
start with phishing



60%

of small businesses close
within 6 mo. of a cyber attack