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

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