



International Training
Center Paris

TRAINING SCHEDULE



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IT SECURITY FOR ADMINISTRATIVE PROFESSIONALS

Overview:

The IT Security for Administrative Professionals training is designed to provide participants with a comprehensive understanding of IT security best practices, principles, and technologies. Participants will learn how to identify and mitigate common IT security threats and vulnerabilities, as well as how to implement effective security policies and procedures. The training also covers the legal and regulatory frameworks governing IT security, and how to manage IT security incidents and breaches.

Objectives:

Upon completion of this training, participants will be able to:

- Understand the importance of IT security in the workplace and how it impacts organizational success
- Identify common IT security threats and vulnerabilities and learn how to mitigate them
- Implement effective security policies and procedures to safeguard organizational assets
- Comply with legal and regulatory frameworks governing IT security
- Respond to IT security incidents and breaches in a timely and effective manner

The program includes interactive learning activities such as case studies, group discussions, and practical exercises to reinforce the key concepts and principles covered in the training. Participants will also receive comprehensive training materials and resources to support their ongoing learning and development.

Targeted Groups:

- IT administrators
- Administrative professionals managing IT assets
- Office managers responsible for cybersecurity protocols
- Professionals with IT security roles in administrative settings
- Team members in charge of data protection

Planning:

Day 1: Introduction to IT Security

- Importance of IT security in the workplace
- Overview of IT security threats and vulnerabilities
- IT security best practices

Day 2: IT Security Policies and Procedures

- Developing effective IT security policies and procedures
- Enforcing IT security policies and procedures
- Monitoring and reporting IT security incidents

Day 3: Legal and Regulatory Frameworks

- Overview of legal and regulatory frameworks governing IT security
- Compliance requirements for IT security
- Managing compliance with legal and regulatory frameworks

Day 4: IT Security Technologies

- Overview of IT security technologies
- Network security technologies
- Endpoint security technologies

Day 5: Incident Management and Response

- Overview of incident management and response
- IT security incident response planning
- Incident response process and procedures