

Table of Contents – 3-Day End User Security Awareness Program

Day 1 – Foundations of Cyber Hygiene

1. Introduction to Cybersecurity Awareness

1.1 Why End User Awareness Matters

1.2 Understanding the Modern Threat Landscape

2. Common Cyber Threats Explained

2.1 Phishing, Smishing & Vishing

2.2 Malware, Ransomware & Spyware

2.3 Social Engineering Tactics

2.4 Real-World Case Studies

3. Recognizing Suspicious Activity

3.1 Identifying Fraudulent Emails

3.2 Malicious Links & Attachments

3.3 Fake Websites and Scams

4. Safe Browsing & Email Practices

4.1 Secure Internet Habits

4.2 Email Best Practices

4.3 Avoiding Unsafe Downloads

5. Interactive Activity – Phishing Simulation Review

5.1 What Users Did Right

5.2 Common Mistakes

5.3 Defence Techniques

Day 2 – Protecting Organizational Assets

6. Password & Authentication Security

6.1 Strong Password Principles

6.2 Password Managers

6.3 Multi-Factor Authentication

7. Device & Data Protection

7.1 Secure Use of Laptops, Mobiles & Tablets

7.2 Data Handling & Classification

7.3 Data Storage Dos & Don'ts

8. Workplace Security Practices

8.1 Physical Security & Tailgating

8.2 Clean Desk Policy

8.3 Safe Use of Public Wi-Fi

9. Cloud & Remote Work Security

9.1 VPN Usage Guidelines

9.2 Secure Collaboration Tools

9.3 Home Network Best Practices

10. Interactive Activity – Spot the Threat Exercise

10.1 Reviewing Realistic Scenarios

10.2 Group Discussion on Mitigation

Day 3 – Compliance, Incident Handling & Culture Building

11. Regulatory & Policy Awareness

11.1 Organization Security Policies

11.2 Global & Regional Regulations (GDPR, PCI-DSS, etc.)

11.3 Responsibilities of End Users

12. Incident Reporting & Response

12.1 How to Report a Suspicious Email or Event

12.2 What NOT to Do During an Incident

12.3 Communication Do's & Don'ts

13. Data Privacy & Confidentiality

13.1 Handling Sensitive Information

13.2 Privacy Violations & Consequences

14. Building a Security-First Mindset

14.1 Everyday Best Practices

14.2 Psychological Triggers & Social Engineering Awareness

14.3 Encouraging Security Culture in Teams