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## CYBER HYGIENE FOR THE WORKPLACE

<b>Start Date:</b>	06/04/2026	<b>End Date:</b>	10/04/2026
<b>Categories:</b>	Cybersecurity	<b>Venues:</b>	Ottawa
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

This course introduces key cybersecurity habits every employee should follow to protect organizational data. Participants will gain practical strategies to recognize risks, secure their devices, and handle information responsibly.

### OBJECTIVES

By the end of this course, participants will be able to: – Identify common digital threats like phishing, malware, and social engineering. – Apply basic cybersecurity protocols in daily tasks. – Manage passwords, two-factor authentication, and secure browsing. – Safely handle sensitive files and communication tools. – Respond to suspected breaches or suspicious activity effectively.

### COURSE OUTLINE

1- What is Cyber Hygiene and Why It Matters 2- Recognizing Threats and Risky Behaviors 3- Securing Accounts, Devices, and Browsing 4- Handling Sensitive Information Responsibly 5- Responding to Threats and Building Safe Habits

### TARGET AUDIENCE

All Supervisory Levels, All corporate professionals, especially those handling digital data or using company devices or platforms.

### METHODOLOGY

Scenario-based risk simulations, phishing drills, password security challenges, and practical action plan building.

### CONCLUSION

Participants will leave with the digital security mindset and habits needed to keep themselves and their organizations safe.

### DAILY AGENDA

### **Day 1: Cyber Hygiene 101**

Learn the foundation of personal and professional digital security.

### **Day 2: Don't Take the Bait**

Spot and respond to phishing, scams, and suspicious emails.

### **Day 3: Stay Secure**

Use passwords, 2FA, VPNs, and browsers with confidence.

### **Day 4: Data Handling Do's and Don'ts**

Safeguard files, messages, and sensitive company information.

### **Day 5: You're the Frontline**

Build your cyber-safe checklist and know what to do if something goes wrong.

*For more information, please contact us:*

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