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CYBER HYGIENE FOR THE WORKPLACE

Start Date:	06/07/2026	**End Date:**	10/07/2026
Categories:	Cybersecurity	**Venues:**	Ottawa
Formats:	In Person	**Instructors:**	

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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