

# ENHANCE AWARENESS OF INFORMATION SECURITY

- ◆ How to enhance employees' awareness about the importance of information to be kept confidential, such as: personal information, business information, etc. and impact of information leakages?
- ◆ How to handle information leakages due to cyber attack, phishing, etc. and keep employees highly vigilant while information theft is getting more and more cunning and complex?
- ◆ How to build and operate the information security policy for company, so that there's a clear system for employees to comply with?

## CONTENT

### Part 1: What is information security?

- ◆ What is personal information and company's information?
- ◆ Importance of company's information
- ◆ What is information security?

### Part 2: Threats against the enterprises' information security

- ◆ Malware: computer viruses, malware, spyware, etc.
- ◆ Phishing
- ◆ Zero-day attack
- ◆ Social engineering attacks
- ◆ Human errors

### Part 3: Information security countermeasures

- ◆ Notes for using computer
- ◆ Notes for using external portable devices
- ◆ Notes for sending and receiving email safely
- ◆ Notes of "web surfing" and online transaction
- ◆ Threats of wireless LAN
- ◆ Notes for using social media
- ◆ Precautions for remote work

### Part 4: Dealing with information leakages

- ◆ Principles of troubleshooting
- ◆ Process of dealing with information leakages

### Part 5: Summary and Action Plan

※The above content is subject to change without prior notices



## OBJECTIVES



- ➔ Understand basis of information security, such as confidential information, security hole, cyber attack, etc.
- ➔ Identify risks to personal and company information security, and develop specific countermeasures to prevent the risks
- ➔ Enhance awareness of protecting personal and company data and information from risks of internet, computer and data storage devices usage

## TARGET



- ☒ Staff ☒ Middle-Management
- ☒ First-line Management ☐ Top-Management

## METHOD



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.



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