



TurnKey Solutions

Securing Your Technology. Empowering Your Business.

CYBERSECURITY AWARENESS TRAINING PROGRAM CHECKLIST



CYBERSECURITY AWARENESS TRAINING PROGRAM CHECKLIST

Phase 1: Assess Your Needs

- ✓ Review past security incidents
- ✓ Survey employees about cybersecurity knowledge
- ✓ Identify compliance requirements (HIPAA, PCI, etc.)
- ✓ Assess available tools, partners, and internal capabilities

Phase 2: Plan and Design

- ✓ Define training goals (reduce phishing clicks, meet audit readiness)
- ✓ Segment learners by role and responsibility
- ✓ Select topics based on real-world threats
- ✓ Choose training format (in-person, LMS, video, microlearning)

Phase 3: Build & Deploy

- ✓ Customize content to reflect company culture
- ✓ Use phishing simulation platforms
- ✓ Schedule monthly reinforcement content
- ✓ Include real-time nudges (Slack, Teams, email reminders)
- ✓ Communicate leadership support and expectations

Phase 4: Measure Success

- ✓ Track training completion rates
- ✓ Monitor phishing click-through and report rates
- ✓ Track new hire onboarding within 30 days
- ✓ Monitor incident response and user reports
- ✓ Gather feedback from employees

Phase 5: Improve and Scale

- ✓ Adjust content based on performance data
- ✓ Increase personalization with behavior-triggered training
- ✓ Schedule quarterly reviews with stakeholders
- ✓ Celebrate progress and share wins with teams
- ✓ Stay up to date with evolving cyber threats

