Management system standards

Cybersecurity Awareness for Employees

Half a day so that every employee recognises the most common threats and adopts the right reflexes: phishing, passwords, workstation, mobile devices, file sharing and incident reporting. The session draws on examples of fraudulent messages, on the rules in force in your company and, if there is one, on your information security policy.

Duration : 0.5 day

Objectives

1. Recognise a phishing message, a CEO fraud or a fake technical support call
2. Apply the basic rules: passwords, two-factor authentication, locking the workstation, updates
3. Protect company information on the workstation, while travelling and on personal devices
4. Report an incident or a doubt without delay, following the internal procedure

Programme

Half day

• Why attackers target people rather than machines

• Phishing, CEO fraud, ransomware: examples and warning signs

• Passwords, two-factor authentication, locking the workstation, updates

• USB drives, public Wi-Fi, personal devices, file sharing and social networks

• Reporting an incident; final quiz

Teaching methods

• Exercise spotting real, anonymised fraudulent messages

• Interactive quiz during the session

• Reminder of your company’s internal rules, validated beforehand with your IT department

• Delivery possible in French, Darija or English, for office and field teams alike

Assessment and documents

End-of-session quiz, post-course evaluation at D+1. Numbered certificate, verifiable online, for each participant; training report with the quiz results handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To structure an information security management system, see “ISO/IEC 27001:2022 — Requirements”. Personal data protection is covered in “ISO/IEC 27701:2025 and Law 09-08”.

Practical information

Duration	0.5 day
Audience	All employees using a computer, email or a company phone
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Who is this session for?
All employees who use email, a computer or a company phone, from assistant to director. It can be repeated in groups to cover a whole site.

Is IT knowledge needed?
None. Technical vocabulary is kept to a minimum and each notion is illustrated by a work situation.

Does this awareness session support an ISO/IEC 27001:2022 approach?
It contributes to the requirement for staff awareness and leaves a record: attendance list, quiz results, report. It does not replace setting up the management system itself.

Can it be adapted to our tools?
Yes. We build in your rules of use, your reporting procedure and the tools you use, after discussion with your IT department.