



MICAD LIMITED  
Advanced Industrial Security Supervisor Training

## Security Awareness Training Materials Checklist

Training Topic: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

### Phase 1: Needs Assessment

- Identify target audience and their specific needs.
- Define learning objectives and desired outcomes.
- Assess existing security awareness levels.

### Phase 2: Content Development

- Develop engaging and informative training materials.
- Include relevant examples and scenarios.
- Incorporate interactive elements (quizzes, discussions).
- Ensure materials are accessible and easy to understand.
- Include relevant policies and procedures.

### Phase 3: Delivery

- Choose appropriate delivery method (e.g., online, in-person).
- Schedule training sessions.
- Provide necessary resources and materials.

### Phase 4: Evaluation

- Evaluate training effectiveness through feedback, quizzes, or other methods.
- Document training results and make improvements as needed.