



Consulting and Training | Reach New Heights

Course Name

Security Protocols - Entry to Mid

Sector Name

Finance, Accounting and Banking

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Security Protocols - Entry to Mid

Course Introduction

Security protocols are essential frameworks that guide how organizations protect people, information, assets, and operations. For professionals at the entry to mid-level, understanding security protocols is not about technical systems—it is about awareness, compliance, and correct behavior in everyday work situations.

Developed by **Boost**, this course is designed to help professionals understand how security protocols function within organizational environments, how risks emerge, and how individual actions contribute to overall security. The program focuses on practical security awareness, procedural compliance, and response readiness—without diving into technical or military-level security systems.

Boost's Security Protocols – Entry to Mid-course equips participants with the knowledge and mindset needed to follow, support, and apply security protocols responsibly in their daily roles.

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Target Audience

- ✓ Entry-level and mid-level employees
- ✓ Administrative and operational staff
- ✓ Supervisors and team leaders
- ✓ Employees working in regulated or sensitive environments
- ✓ Professionals with security-related responsibilities

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Learning Objectives

- ✓ Understand the purpose and importance of security protocols
- ✓ Recognize common security risks in organizational environments
- ✓ Apply basic security procedures correctly
- ✓ Respond appropriately to security incidents and breaches
- ✓ Support organizational security compliance and awareness
- ✓ Demonstrate responsible security-related behavior at work

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Course Outline

✓ DAY 01

Security Awareness and Organizational Risk

Module 1: Understanding Security in the Workplace

- ✓ What security means in organizational contexts
- ✓ Types of security risks (people, information, assets)
- ✓ Individual responsibility in maintaining security

Module 2: Security Culture and Accountability

- ✓ Security as a shared responsibility
- ✓ Role of policies and protocols
- ✓ Consequences of non-compliance

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Course Outline

✓ Day 02

Access Control and Information Protection

Module 3: Physical and Logical Access Control

- ✓ Controlled access to facilities and systems
- ✓ Authorization vs. authentication (conceptual)
- ✓ Common access-related risks

Module 4: Protecting Sensitive Information

- ✓ Identifying sensitive and confidential information
- ✓ Secure handling and storage practices
- ✓ Preventing data leakage through daily behavior

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Course Outline

✓ Day 03

Operational Security Protocols

Module 5: Security Procedures in Daily Operations

- ✓ Secure handling of documents and assets
- ✓ Visitor and third-party security protocols
- ✓ Operational security checkpoints

Module 6: Incident Recognition and Reporting

- ✓ Recognizing security incidents and breaches
- ✓ Proper reporting channels
- ✓ Importance of timely escalation

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Course Outline

✓ Day 04

Emergency and Incident Response

Module 7: Responding to Security Incidents

- ✓ Immediate actions during security events
- ✓ Personal safety and situational awareness
- ✓ Following incident response procedures

Module 8: Business Continuity and Recovery Awareness

- ✓ Security's role in business continuity
- ✓ Understanding disruption and recovery concepts
- ✓ Supporting continuity during incidents

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Course Outline

✓ Day 05

Compliance, Ethics, and Continuous Improvement

Module 9: Security Compliance and Ethical Responsibility

- ✓ Following security policies and procedures
- ✓ Ethical behavior and trust
- ✓ Personal accountability in security matters

Module 10: Strengthening Security Practices

- ✓ Learning from incidents and near-misses
- ✓ Improving personal security awareness
- ✓ Building long-term security responsibility

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	2150.00 \$	Virtual , Online
Sept. 13, 2026	Sept. 17, 2026	5 days	4250.00 \$	KSA , Riyadh
Oct. 12, 2026	Oct. 16, 2026	5 days	4950.00 \$	Austria , Vienna
Jan. 11, 2027	Jan. 15, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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