



Consulting and Training | Reach New Heights

Course Name

Data Loss Prevention (DLP) - Entry to Mid

Sector Name

Information Technology

Document Type

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Course Introduction

Data loss is one of the most common and costly risks facing organizations today. Unlike cyberattacks, data loss often happens unintentionally—through emails, file sharing, poor handling of information, or lack of awareness.

Developed by **Boost**, this course introduces Data Loss Prevention (DLP) as an organizational and behavioral discipline, not a technical security system. The program helps participants understand how data loss occurs, how it can be prevented through proper practices, and how employees play a critical role in protecting organizational information.

Boost's Data Loss Prevention (DLP) course enables professionals to safeguard data responsibly and reduce organizational risk.

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Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Administrative and operational staff
- ✓ Employees handling documents and data
- ✓ Supervisors and coordinators
- ✓ Non-technical users working with digital information

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Learning Objectives

- ✓ Understand what data loss is and why it happens
- ✓ Identify types of sensitive and critical data
- ✓ Recognize common data loss scenarios
- ✓ Apply correct data handling practices
- ✓ Reduce accidental data leakage risks
- ✓ Support organizational data protection measures

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Course Outline

✓ DAY 01

: Understanding Data Loss

Module 1: What Data Loss Really Means

- ✓ Data loss vs. data breach
- ✓ Intentional vs. accidental loss
- ✓ Business impact of data loss

Module 2: Why Data Loss Happens

- ✓ Human error and poor practices
- ✓ Lack of awareness
- ✓ Process and communication gaps

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✓ Day 02

Understanding Sensitive Data

Module 3: Types of Organizational Data

- ✓ Confidential, internal, and public data
- ✓ Personal and sensitive information
- ✓ Data ownership and responsibility

Module 4: Identifying High-Risk Data

- ✓ Critical documents and records
- ✓ Customer, employee, and business data
- ✓ Recognizing data sensitivity levels

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✓ Day 03

Common Data Loss Scenarios

Module 5: Everyday Data Loss Risks

- ✓ Email and file-sharing mistakes
- ✓ Wrong recipients and attachments
- ✓ Copying, downloading, and storage risks

Module 6: Remote Work and Device Risks

- ✓ Personal vs. work devices
- ✓ Cloud storage misuse
- ✓ Portable media and document handling

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✓ Day 04

Preventing Data Loss in Practice

Module 7: Safe Data Handling Practices

- ✓ Sharing data securely
- ✓ Storing and accessing data properly
- ✓ Following approved channels

Module 8: Responding to Data Loss Incidents

- ✓ Recognizing early warning signs
- ✓ Reporting incidents promptly
- ✓ Limiting damage and escalation

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Course Outline

✓ Day 05

Building a Data Protection Culture

Module 9: DLP Awareness and Accountability

- ✓ Employee responsibility in data protection
- ✓ Aligning behavior with policies
- ✓ Learning from data loss incidents

Module 10: Sustaining Data Loss Prevention

- ✓ Daily habits to prevent data loss
- ✓ Continuous awareness improvement
- ✓ Supporting long-term data protection

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
May 23, 2027	May 27, 2027	5 days	4250.00 \$	KSA , Riyadh
Aug. 2, 2027	Aug. 6, 2027	5 days	2150.00 \$	Virtual , Online
Dec. 21, 2026	Dec. 25, 2026	5 days	4950.00 \$	England , London

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