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Course Name

Manage Security Roles Within The Workplace

Sector Name

Health, Safety and Environment

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Manage Security Roles Within The Workplace

Course Introduction

Effective workplace security is no longer limited to security personnel alone; it is a shared organizational responsibility that requires clear role definition, coordinated communication, proactive risk awareness, and compliance with corporate security policies. Organizations operating in today's dynamic environment must ensure that every stakeholder understands their responsibilities in protecting people, assets, information, and business operations while maintaining a safe and resilient workplace.

BOOST Consulting & Training has designed this comprehensive program to provide participants with the practical knowledge and managerial skills required to understand, coordinate, and manage workplace security roles effectively. The program explores security governance, responsibilities across departments, access control, incident response, security awareness, business continuity, and emerging security challenges while aligning workplace security practices with international standards and organizational best practices.

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Target Audience

Security Supervisors, Security Officers, Facility Managers, Administration Managers, HR Professionals, Operations Managers, HSE Personnel, Team Leaders, Department Heads, and professionals responsible for workplace safety, security, and business operations.

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Learning Objectives

- Understand workplace security principles and organizational security structures.
- Define security responsibilities across different organizational roles.
- Apply effective access control and asset protection practices.
- Coordinate security operations during incidents and emergencies.
- Strengthening security awareness and employee accountability.
- Evaluate workplace security performance using practical indicators.
- Support continuous improvement and organizational security resilience.

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Manage Security Roles Within The Workplace

Course Outline

✓ DAY 1

Foundations of Workplace Security

Workplace Security Fundamentals

- ✓ Principles of workplace security
- ✓ Security objectives and organizational value
- ✓ Types of workplace security risks

Security Roles and Responsibilities

- ✓ Responsibilities of security personnel
- ✓ Roles of managers, employees, and contractors
- ✓ Building a security-conscious workplace culture

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Manage Security Roles Within The Workplace

Course Outline

✓ DAY 2

Security Policies and Operational Controls

Security Policies and Procedures

- ✓ Workplace security policies
- ✓ Security procedures and reporting requirements
- ✓ Ethical conduct and professional standards

Access Control and Physical Protection

- ✓ Visitor and contractor management
- ✓ Access authorization and restricted areas
- ✓ Protecting facilities and organizational assets

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Manage Security Roles Within The Workplace

Course Outline

✓ DAY 3

Security Operations and Incident Response

Daily Security Operations

- ✓ Security patrols and workplace monitoring
- ✓ Threat identification and risk reporting
- ✓ Coordination between departments

Incident and Emergency Response

- ✓ Incident reporting and escalation
- ✓ Emergency response responsibilities
- ✓ Supporting evacuation and business continuity

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Course Outline

✓ DAY 4

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Course Outline

✓ **DAY 5**

Security Leadership, Governance and Future Readiness

Security Governance and Compliance

- ✓ Security governance framework
- ✓ Regulatory and organizational compliance
- ✓ Accountability and security oversight

Strategic Security Management

- ✓ Security leadership and decision-making
- ✓ Emerging workplace security technologies
- ✓ Building a resilient and continuously improving security program

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 12, 2027	Sept. 16, 2027	5 days	4250.00 $	KSA , Riyadh

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