Security Management

الأكاديمية الإسكندنافية

للتدريب والتطوير

Course: Security Management: Policies and Procedures

Code	City	hotel	Start	End	price	Hours
782	**Vienna (Austria)**	**Hotel Meeting Room**	**2024-08-05**	**2024-08-09**	**5450 €**	**25**

Why Attend

Attending this course will provide participants with the opportunity to delve into the design and implementation of policies and procedures for security departments in their organizations. Through the course, participants will gain a comprehensive understanding of how to manage the evaluation and implementation of these policies and procedures, taking into account factors such as setting standards, staff safety, security effectiveness, and overall departmental performance. Additionally, participants will learn about the significance of effectively enforcing, reviewing, and revising security policies and procedures while adhering to the legal requirements of their respective jurisdictions or countries.

Course Objectives

- Recognizing various types of security policies
- Identify numerous types of policies used in security.
- Understand Standard Operational Procedures (SOPs)
- Apply assignment instructions to security operations.
- Create policies and procedures for their organization
- Manage the successful implementation of security policies.
- Effectively managing the implementation of security policies

Course Outline

- **Introduction to Security Policies and Procedures**
  - What are security policies?
  - Defining security policies
  - What are security procedures?
  - the significance of policies in organizational settings
  - Why do we need policies in our organizations?
  - Exploring the impact of policies on daily work routines
  - Understanding the relationship between policies and legal requirements
  - The importance of policies and procedures in security
  - Identifying various types of policies in the workplace
  - Exploring the three main categories of security policies

- What should a security policy contain?
- Assignment instruction
- Policies and the law
- Examining the intersection of policies and the law
- Wants, needs and benefits of policies and procedures.

- **The Principles of Policies and Procedures**
  - Establishing a security policy for an organization
  - The five key components or elements of a security policy
  - Distinguishing between policies and procedures
  - Developing security awareness
  - the roles and responsibilities involved in creating policies
  - The three main types of security controls
  - The interrelationship between policy and management
  - The importance of policy statements
  - The concepts of top-down and bottom-up security
  - Security standards and their significance
  - Codes of security behavior and ethics.

- **Management Controls and Written Documentation**
  - Security administration
  - Assignment instructions and their importance
  - Reporting procedures for security incidents
  - Physical control policies
  - Technical control policies
  - Structuring a comprehensive security policy
  - Developing a security strategy
  - the rationale behind security strategies
  - The potential consequences of poor policy implementation
  - Establishing effective procedures for achieving success
  - Implementing security procedures
  - Managing security procedures effectively
  - Measuring the performance of security procedures
  - Types of security procedures based on their characteristics.

- **Creating Effective Policies for Your Organization:**
  - Developing a suitable security policy tailored to your organization's needs
  - Writing an effective policy statement for your organization
  - Aligning security procedures with the policies

- **Creating Assignment Instructions for your organization**
  - Developing a written assignment instruction for an organization
  - Creating a comprehensive security plan that includes a list of suitable policies and procedures tailored to your organization's requirements.

The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
    - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
    - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
    - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
    - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
    - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
    - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
    - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
    - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
    - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
    - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.