

How to use the Cyber Security Kit?

What you should do in the first place!

Define a unique contact point

The phone number of the IT department, an e-mail address,... Your staff must know who to address in your organisation and you must be informed as fast as possible when something unusual happens on your IT network.

Pass this important information to your teams during the awareness sessions.

How to use the Cyber Security Kit?

Work with a pyramid structure

Count on your managers. They are responsible to distribute the Kit in their teams. They can organize and lead the presentations themselves.

Promote a dialogue

The purpose of this Kit is to alert your staff on what is on stake and what are the risks of cyber criminality. Their active participation matters a lot and is key to make your communication succeed.

Collect their testimonials, impressions and promote animated discussions around the three proposed themes.

Personalize the supports

This Kit contains working material. You can adapt the Kit to your organisation and you means. Here are some ideas:

- Reduce costs and combine 3 presentations on the three themes in one 'breakfast meeting'.
- Save time: combine the 'teaser e-mail' with your first campaign on one of the three themes.
- Be creative: send a false phishing e-mail to your staff.

Plan your actions

Make a scenario to indicate the main thread throughout your awareness campaign. Spread this scenario over different days, weeks, months.

Use the scheme in the Excel sheet which we added in this Kit as a guidance.