

PROGRAM AGENDA

CYBER SAFETY FOR TRAINERS

3-day workshop (9 AM - 5 PM)



Day 1

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| 09.00 - 09.20 | Registration (20 min) |
| 09.20 - 09.30 | Welcome & agenda of the program (10 min) |
| 09.30 - 10.30 | Session 1 - Understanding the role a trainer plays in keeping candidates cyber-safe (knowledge source, mentoring, bonding) (1 hr) |
| 10.30 - 11.30 | Session 2 - Understanding common internet usage by candidates (social networking, online gaming, etc.) (1 hr) |
| 11.30 - 12.30 | Session 3 - Understanding the potential dangers within the cyber space (identity theft, child exploitation, cyber bullying, cyber addiction) (1 hr) |
| 12.30 - 13.30 | Session 4 - Cyber-crime guises and accessibility (blogs, chat rooms, game counsels, smart devices, etc.) (1 hr) |
| 13.30 - 14.30 | Lunch (1 hr) |
| 14.30 - 16.00 | Group workshop (case study) (1 hr 30 min) |
| 16.00 - 17.00 | Session 5 - Thinking like the offender (targeted audience, grooming techniques, exploitation methods) (1 hr) |

Day 2

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| 09.00 - 10.00 | Session 6 - Detecting candidate behavioral changes (withdrawal, physical symptoms, lack of performance) (1 hr) |
| 10.00 - 11.00 | Session 7 - Managing cyber problems (evidence collection, documenting and reporting) (1 hr) |
| 11.00 - 12.00 | Session 8 - Prevention techniques to manage cyber problems (policy creation, execution and monitoring) (1 hr) |
| 12.00 - 13.00 | Session 9 - Developing counseling skills (building rapport, listening skills, problem solving) (1 hr) |
| 13.00 - 14.00 | Lunch (1 hr) |
| 14.00 - 15.30 | Group workshop (case study) (1 hr 30 min) |
| 15.30 - 17.00 | Session 10 - Raising awareness among different audiences (means, funding, implementation) (1 hr 30 min) |

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Day 3

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|---------------|--|
| 09.00 - 10.00 | Session 11 - Applying foundational best practices in It security training (use of real-life scenarios, statistics, best practices) (1 hr) |
| 10.00 – 11.00 | Session 12 - Cyber safety educational and training resources (valuable sources of information and tools) (1 hr) |
| 11.00 – 13.00 | Session 13 - Orientation to ICDL IT security module (syllabus, courseware, assessment) (1 hr) |
| 13.00 – 14.00 | Lunch (1 hr) |
| 14.00 – 15.00 | Discussion on cyber-safety and IT security (Q&A) (1 hr) |
| 15.00 – 16.00 | Session 14 - Social media in training (means to communicate, monitor, train and bond) (1 hr) |
| 16.00 – 17.00 | Session 15 - Evidence record submission process (attendance is required to complete certification) (1 hr) |
| 17.00 – 18.30 | Movie based on real-life scenario (1 hr 30 min) The movie viewing is optional based on candidates' preference and availability |

General Terms and Policies

- This workshop is broken into 15 sessions that must be attended by candidates in full.
- The duration of the sessions is subject to change depending on class audience.
- Candidates are required to be punctual and to comply with the break timing.
- This workshop is offered either in Arabic or English depending on the audience.
- The workshop instructor is a subject matter expert certified by ICDL Arabia
- Dress code is traditional dress or smart casual
- This workshop is based on a certification program that requires candidates to complete and submit an evidence record within 30 days from attending the workshop. Extension may be granted at the sole discretion of the instructor.
- The completion of the evidence record is contingent on the successful completion of the ICDL IT Security module official test.
- The printed material provided with this workshop includes workshop manual, presentation slides. ICDL IT Security courseware book, ICDL IT Security pretest, and official ICDL IT security test.
- The content of this workshop and all its printed and/or electronic material including the agenda and handouts are the sole property of ICDL Arabia. It may not be copied, replicated or distributed without the explicit written consent of ICDL Arabia.
- Workshop fees include lunch and hot/cold beverages all day.
- ICDL Arabia reserves the right to make amendments and modifications to the general terms and policies listed herein without prior notice.
- The degree of instruction is based on the starter level and shall not be amended to the minority number of students.