

Design Document

<i>Business Purpose</i>	Last year there were 2 security breaches in Company XYZ's systems by hackers. This led to 5,000 files and private documentation being stolen. Since Company XYZ stores valuable information about data and system programs its systems are at risk of being hacked again. This data and these system programs are worth millions of dollars if a hacker steals them. Due to this threat it is important to protect data and secure the company's systems by learning about data privacy and cybersecurity.
<i>Target Audience</i>	The employees who have been employed at company XYZ for less than six months.
<i>Training Time</i>	1 hour
<i>Training Recommendation</i>	<p>I recommend a virtual led training course because Company XYZ has 10 new employees that have been hired within the past six months who work remotely in different states. Due to the locations where these employees live and the inconvenience of asking them to travel, it would be easier and more convenient to create a virtual led training course. I recommend the following:</p> <ul style="list-style-type: none">• 1 virtual led training course that uses Microsoft PowerPoint and Microsoft Teams.• The course will have a poll at the beginning.• The course will have a breakout room activity for group discussions.• The course will have a Kahoot quiz game at the end of the course to evaluate the learners• The course will have a post-it note activity that uses online Miro sticky notes.• The course will have a role play activity to practice a real life scenario.
<i>Deliverables</i>	<ul style="list-style-type: none">• Facilitator Guide• PowerPoint Slide Deck• Kahoot Quiz Game• AhaSlides Poll• Miro Sticky Notes
<i>Learning Objectives</i>	<ul style="list-style-type: none">• Identify common threats to technology.• Identify types of sensitive information.• Discern how to classify types of sensitive data.• Name best practices for securing sensitive information.

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<i>Training Outline</i>	<ul style="list-style-type: none">• Title• Introductions• Learning Objectives• Introduction to data protection and cybersecurity<ul style="list-style-type: none">○ Real life example○ AhaSlides Poll○ Data protection○ Cybersecurity○ Common threats to technology○ Miro sticky notes activity• Identifying sensitive information<ul style="list-style-type: none">○ Types of sensitive information○ How to classify sensitive data○ Microsoft Teams breakout room discussion• Securing Digital Assets and Infrastructure<ul style="list-style-type: none">○ Best practices for securing sensitive information• Kahoot Quiz Game• Summary• Conclusion
<i>Evaluation Plan</i>	There will be a Kahoot quiz game at the end of the course with 5 questions. It will not be graded.