



5Mins

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Cybersecurity Essentials

- Why Is Cybersecurity Important in Organisations?
- The Threats to Data
 - Hackers
 - Other Threats (Insiders, Physical Threats, Technical Failures)
- Processes to Manage Data In Organisations
 - Data Roles in an Organisation
 - The Data Life Cycle and Classification
- Creating Strong Passwords
- Network Security Best Practices
- Threats from Malware
 - What is Malware?
 - Protection Against Malware
- Threats From Social Engineering and Phishing
 - Types of Social Engineering
 - Protection Against Social Engineering

Unconscious Bias in the Workplace

- Introduction to Unconscious Bias
 - Definitions
 - Types of Bias and Real-Life Examples
- Understanding The Impact of Unconscious Bias
 - Discrimination and Representation
 - Performance, Morale and Innovation
- How Organisations Can Tackle Unconscious Bias
- How Individuals Can Tackle Unconscious Bias

Anti Corruption and Anti Bribery

- Defining Bribery and Corruption
- Types of Corruption and Bribery
- Corruption and Bribery Laws Around the World
 - Bribery and Corruption Laws in the US
 - Bribery and Corruption Laws in Europe
- Warning Signs of Corruption and Bribery
- Preventing Corruption and Bribery
 - Policies and Gift Giving
 - Due Diligence and Contract Provisions
 - Monitoring, Third-Party Training and Reporting

GDPR Essentials

- Introduction and Scope of GDPR
- UK GDPR
- Parties Under GDPR
 - Controllers and Processors
 - Third Parties and Data Protection Officers
- Legal Basis Under GDPR
- Technical Measures
- Data Breaches
 - Article 33
 - Mitigating Risk With PIAs and DIPAs
- Data Subjects
 - Articles 15, 16 and 21
 - Articles 8 and 20

Anti Money Laundering and Terrorist Financing

- Defining Money Laundering and Terrorist Financing
- Anti-Money Laundering Legislation
 - UK and International
 - US
- Money Laundering Sanctions
- Anti Money Laundering and Customer Due Diligence
 - Why Organisations Need to Do it
 - The Process to Follow
- Enhanced Due Diligence and Politically Exposed Persons
- Money Laundering Risk Assessment
- Ongoing Due Diligence
- Money Laundering Red Flags
- Reporting and Record Keeping

Preventing Harassment in the Workplace

- Defining Harassment
- Creating a Safe Space for Reporting Harassment
- Workplace Culture and Harassment
- Speaking Up About Harassment
- Spotting the Risk Signs
- How Managers Can Prevent Harassment
- HR: Auditing Your Organisation
- The Role of Empathy in Preventing Harassment
- How to Make Sure You Stay Within the Boundaries
- Guidance for Relationships and Social Media

Data Privacy Essentials

- Redefining Data
- Defining Privacy and Why It's Important
- Personally Identifiable Information, Privacy and Secrecy
- Threats to Privacy and How to Protect Ourselves
- Cookies, Organizations and Privacy
- Obfuscation and Privacy
- Social Media as a Threat to Privacy
- Privacy Regulations in The US
- Privacy Enforcement in The US
- GDPR

Creating Anti-Discrimination Workplaces

- Defining Workplace Discrimination
- Legislation in France, Germany and Australia
- Legislation in the United States
- Legislation in the United Kingdom
- Strategies for Preventing Discrimination at an Organizational Level
- Hiring and Anti-Discrimination
- Employee Resource Groups
- Culture and Anti-Discrimination
- How Employees Can Prevent Discrimination