# TOPCERTIFIER

Governance, Risk & Compliance Consultants

## SOC 2 AWARENESS
## TRAINING TEMPLATE

# INTRODUCTION:

Creating a SOC 2 Awareness Training Template is a crucial step in ensuring that employees understand the principles and requirements of SOC 2 (System and Organization Controls 2) standards. Below is a template that you can use as a starting point for your SOC 2 awareness training:

Title: SOC 2 Information Security Awareness Training

Duration: [Specify Training Duration]

Trainer: [Insert Trainer's Name]

# TRAINING OBJECTIVES:

- To introduce employees to the SOC 2 (System and Organization Controls 2) framework.
- To provide an understanding of the importance of information security and SOC 2 compliance.
- To explain how SOC 2 principles align with our organization's commitment to safeguarding data.

# AGENDA:

1. Introduction to SOC 2 (Duration: [Specify Time]):
   Overview of ISO 45001 and its significance.

2. SOC 2 Principles and Trust Services Criteria (Duration: [Specify Time])

> Security.
> Availability.
> Processing integrity.
> Confidentiality.
> Privacy.
> How these criteria impact our organization.

3. SOC 2 Requirements (Duration: [Specify Time]):

> Overview of SOC 2 audit and assessment process.
> The role of policies, procedures, and controls.
> Understanding roles and responsibilities for information security.

## 4. Benefits of SOC 2 Compliance (Duration: [Specify Time]):

> ➤ How SOC 2 compliance enhances data security.
> ➤ The impact of SOC 2 on customer trust and confidence.
> ➤ Competitive advantages gained through SOC 2 certification.

## 5. Q&A Session (Duration: [Specify Time])

> ➤ An opportunity for participants to ask questions and seek clarification.

## 6. Real-World Scenarios and Examples (Duration: [Specify Time])

> ➤ Real-world examples of security breaches and their impact.
> ➤ How SOC 2 controls could have prevented or mitigated such incidents.

## 7. Employee Responsibilities (Duration: [Specify Time])

> ➤ The role of employees in maintaining information security.
> ➤ Reporting security incidents and concerns.
> ➤ Best practices for data protection.

## 8. Conclusion and Next Steps (Duration: [Specify Time])

> ➤ Summary of key takeaways from the training.
> ➤ Guidance on how employees can contribute to SOC 2 compliance.
> ➤ Encouraging a culture of information security and continuous improvement.

## 9. Certificate of Completion:

> ➤ Provide participants with a certificate of completion at the end of the training.

This template can be customized to match your organization's specific needs, training duration, and examples tailored to your industry. Ensure that the training content is engaging, interactive, and relevant to maximize employee understanding and retention of SOC 2 principles and requirements.