

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Security Management: Policies and Procedures

Code	City	hotel	Start	End	price	Language - Hours
SM-782SA	Jeddah	Hotel Meeting Room	2027-04-11	2027-04-15	9950 SR	En - 25

Why Attend

Attending this course will provide participants with the opportunity to delve into the design and implementation of policies and procedures for security departments in their organizations. Through the course, participants will gain a comprehensive understanding of how to manage the evaluation and implementation of these policies and procedures, taking into account factors such as setting standards, staff safety, security effectiveness, and overall departmental performance. Additionally, participants will learn about the significance of effectively enforcing, reviewing, and revising security policies and procedures while adhering to the legal requirements of their respective jurisdictions or countries.

Course Objectives

- Recognizing various types of security policies
- Identify numerous types of policies used in security.
- Understand Standard Operational Procedures (SOPs)
- Apply assignment instructions to security operations.
- Create policies and procedures for their organization
- Manage the successful implementation of security policies.
- Effectively managing the implementation of security policies

Course Outline

Introduction to Security Policies and Procedures

- What are security policies?
- Defining security policies
- What are security procedures?
- the significance of policies in organizational settings
- Why do we need policies in our organizations?
- Exploring the impact of policies on daily work routines
- Understanding the relationship between policies and legal requirements
- The importance of policies and procedures in security
- Identifying various types of policies in the workplace
- Exploring the three main categories of security policies
- What should a security policy contain?
- Assignment instruction
- Policies and the law
- Examining the intersection of policies and the law
- Wants, needs and benefits of policies and procedures.

The Principles of Policies and Procedures

- Establishing a security policy for an organization
- The five key components or elements of a security policy
- Distinguishing between policies and procedures
- Developing security awareness
- the roles and responsibilities involved in creating policies
- The three main types of security controls
- The interrelationship between policy and management
- The importance of policy statements
- The concepts of top-down and bottom-up security
- Security standards and their significance
- Codes of security behavior and ethics.

Management Controls and Written Documentation

- Security administration
- Assignment instructions and their importance
- Reporting procedures for security incidents
- Physical control policies
- Technical control policies
- Structuring a comprehensive security policy
- Developing a security strategy
- the rationale behind security strategies
- The potential consequences of poor policy implementation
- Establishing effective procedures for achieving success
- Implementing security procedures
- Managing security procedures effectively
- Measuring the performance of security procedures
- Types of security procedures based on their characteristics.

Creating Effective Policies for Your Organization:

- Developing a suitable security policy tailored to your organization`s needs
- Writing an effective policy statement for your organization
- Aligning security procedures with the policies

Creating Assignment Instructions for your organization

- Developing a written assignment instruction for an organization
- Creating a comprehensive security plan that includes a list of suitable policies and procedures tailored to your organization`s requirements.

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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