informatech




SECURITY MANAGEMENT | SM-001

# Security Policies and Procedures

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# Course content

## Why Attend

This course enables participants to explore, design and fully understand the policies and procedures needed for security departments within their organizations. More specifically, participants will discuss managing the implementation and evaluation of their policies and procedures in relation to setting standards, staff safety, security effectiveness and overall performance of the security department. Participants will learn the importance of enforcing, reviewing, and revising security policies and procedures effectively while meeting the legal requirements of the jurisdiction or country the organization is in

This course is highly interactive and includes group discussions, case studies and syndicate work. It also includes practical exercises that enable all participants to apply the advanced knowledge they gained and demonstrate their skills in security policies and procedures.

By the end of the course, participants will be able to:

• 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

This course is suitable for security professionals who manage and control an organization's policies and procedures; this includes security supervisors, managers, team leaders and company owners, directors and stakeholders.

• Communication

• SOP creation

• Team management

• Critical and strategic thinking

## Course outline



# Course content

## Course outline

### Introduction to Security Policies and Procedures

- What are security policies?
- What are security procedures?
- Why do we need policies in our organizations?
- How policies affect your work and every-day routines
- Understanding the connection between policies and the law
- The importance of policies and procedures in security
- Different types of policies in the workplace
- 3 types of security policies
- What should a security policy contain?
- Assignment instruction
- Policies and the law
- Wants, needs and benefits of policies and procedures

### The Principles of Policies and Procedures

- Setting a security policy within an organization
- 5 components or elements of a security policy
- Differences between policies and procedures
- Security awareness
- Roles and responsibilities when creating policies
- 3 types of security controls
- Relationship between policy and management
- Policy statements



# Course content

## Course outline

- Top-down security
- Bottom-up security
- Security standards
- Codes of Security behavior and ethics

### Management Controls and Written Documentation

- Security administration
- Assignment instructions
- Reporting procedure
- Physical control policies
- Technical control policies
- Structuring your security policy
- Developing a security strategy
- Rational for security strategy
- Consequences of poor policy implementation
- Establishing effective procedures for success
- Implementation of security procedures
- Managing security procedures
- Measuring procedures for assessing performance
- Security procedure typology

### Creating Effective Policies for your Organization

- Developing a suitable security policy for an organization
- Developing and writing a policy statement for your organization



# Course content

## Course outline

- Matching security procedures to the policies
- Creating Assignment Instructions for your organization
- Developing a written assignment instruction for an organization
- Creating a security plan with a list of suitable policies and procedures for your organization



# Seminar dates

## Available seminar dates

Live dates and pricing for Security Policies and Procedures generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 9 - 13 November 2026 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 14 - 18 December 2026 | London - U.K | Classroom | **€3,360.-** |
| 18 - 22 January 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 15 - 19 February 2027 | Rome - Italy | Classroom | **€3,400.-** |
| 15 - 19 March 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 19 - 23 April 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 17 - 21 May 2027 | London - U.K | Classroom | **€3,360.-** |
| 21 - 25 June 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 19 - 23 July 2027 | London - U.K | Classroom | **€3,360.-** |
| 16 - 20 August 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 20 - 24 September 2027 | Rome - Italy | Classroom | **€3,400.-** |
| 18 - 22 October 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 15 - 19 November 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 20 - 24 December 2027 | London - U.K | Classroom | **€3,360.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |