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
15 - 19 June 2026	Barcelona - Spain	Classroom	**€3,850.-**
20 - 24 July 2026	Rome - Italy	Classroom	**€4,250.-**
3 - 7 August 2026	Munich - Germany	Classroom	**€3,450.-**
7 - 11 September 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
12 - 16 October 2026	London - U.K	Classroom	**€4,200.-**
9 - 13 November 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
14 - 18 December 2026	London - U.K	Classroom	**€4,200.-**

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