Hello [first.name],

We have partnered with the security awareness training company usecure to roll out a cyber training programme across [company.name].

## What is the training for?

As a user on [company.name]’s network, you are a potential target for cyber scams including phishing emails and ransomware. It’s important that we all do our best to learn about and help mitigate against cyber threats, as any breach can be highly damaging to [company.name].

## How will the training work?

The training will begin with a user awareness questionnaire, which will ask you a series of questions to gauge your level of awareness about different areas of cyber security. This is not a test, but will help the training provider customise your individual training programme to ensure you receive the most urgent training first.

Once you have completed the user awareness questionnaire, you will be sent a training module every [auto.enrol.frequency] weeks. The modules are designed to be easy to understand, and should only take 5-10 minutes to complete.

## How will I access the training?

The training modules will be sent directly to your email. They will be from the domain [training.email] and look like this:

[screenshot of training email]

## How will performance be monitored?

Each module is followed by a series of questions, and the result of these will allow us to see how we are developing in security awareness across [company.name]. In addition, we may send simulated phishing attacks to your inbox to put the new skills you have learnt into practice.

If you have any questions, feel free to contact [contact.email].

Thanks,

Your IT team