

**Duration:** 1 hour 30 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**Every business needs to safeguard its people, property and information, as well as being alert to threats such as theft, fraud and computer hacking.**

**Security** guides employees through the important first steps towards reducing the vulnerability of their business. It outlines how to identify potential breaches of security and demonstrates techniques to minimise or eliminate risks.

Managers who can assess and deal with security risks, both external and internal, will ensure that the business is less exposed to a wide range of threats. Improving security can not only save money, it can also help protect a business's reputation.

## Who is the course for?

**Security** is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience. It is particularly appropriate for anyone who is responsible for company finances or business premises.

There are no formal entry requirements and the easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

## What will you get from this course?

When you have completed this course, you will be able to:

- identify relevant security issues
- analyse security risks using a five-step risk assessment.

## Course features

**Security** gives you a theoretical introduction to safeguarding your business.

The course uses a simple case study, and basic exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

**Security** is available for six months from the date first accessed.

### Other courses you might be interested in

Health and Safety – Law and Practice  
Computer Safety  
Manual Handling

Anti Money Laundering  
Fraud Prevention

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