PR & Media · PR471

Security Policies, Procedures & Compliance

Duration	Category	Ref
1 Week	**PR & Media**	**PR471**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Effective security management requires clearly defined policies, documented procedures, and compliance frameworks that establish consistent standards for protecting people, assets, facilities, and organizational operations.

The Security Policies, Procedures & Compliance course provides participants with an understanding of how to develop, implement, maintain, and evaluate security policies and procedures aligned with organizational requirements and applicable legal and regulatory obligations.

The course explores security governance, policy development, operational documentation, compliance monitoring, and continual improvement to support consistent and accountable security operations.

Course Objectives

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

- Understand the principles and importance of security policies and procedures.
- Distinguish between security policies, standards, guidelines, and procedures.
- Identify organizational and regulatory requirements affecting security operations.
- Understand the process of developing effective security policies.
- Establish clear security procedures and operational responsibilities.
- Improve consistency and accountability in security operations.
- Understand security compliance monitoring and evaluation.
- Identify policy gaps, nonconformities, and areas for improvement.
- Support the implementation of security governance frameworks.
- Promote continual improvement in security policies and procedures.

Target Audience

This course is designed for:

- Security Managers and Department Heads.
- Security Supervisors and Team Leaders.
- Security Officers and Operations Personnel.

- Corporate Security Professionals.
- Compliance and Risk Management Professionals.
- Quality and Governance Professionals.
- Facility and Asset Protection Managers.
- Personnel responsible for developing or implementing security policies and procedures.

Recommended level: Introductory to Intermediate.

No previous experience in security policy development is required.

Course Outline

Day 1

Fundamentals of Security Policies and Governance

- Introduction to security policies, procedures, and compliance.
- The role of policies in effective security management.
- Understanding security governance and accountability.
- Types and levels of security documentation.
- Organizational security objectives and policy alignment.
- Roles and responsibilities in policy implementation.
- Key principles of effective security policies.

Day 2

Developing Security Policies and Procedures

- The security policy development process.
- Identifying organizational security requirements.
- Defining policy objectives, scope, and responsibilities.
- Structure and essential components of security policies.
- Developing security procedures and operational instructions.
- Establishing clear roles, authorities, and escalation processes.
- Document control and approval requirements.

Day 3

Security Compliance and Regulatory Requirements

- Understanding security compliance principles.
- Identifying applicable legal, regulatory, and contractual requirements.
- Integrating compliance requirements into security procedures.
- Security standards and organizational requirements.
- Compliance responsibilities and accountability.
- Managing compliance obligations and documentation.
- Common challenges in security compliance.

Day 4

Policy Implementation, Monitoring, and Evaluation

- Implementing security policies across the organization.
- Communicating policies to employees and stakeholders.
- Security awareness and employee responsibilities.

- Monitoring adherence to security procedures.
- Conducting policy reviews and compliance assessments.
- Identifying policy gaps and nonconformities.
- Security reporting and management oversight.

Day 5

Continual Improvement and Security Policy Management

- Reviewing and updating security policies and procedures.
- Managing changes in legal, operational, and security requirements.
- Corrective actions and addressing compliance gaps.
- Measuring policy effectiveness.
- Integrating security policies with organizational management systems.
- Building a culture of compliance and accountability.
- Establishing a framework for continual improvement.
- Course review and knowledge consolidation.

Ask us for a date for this course

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