

# CYBER SMART:

## PROTECT, PREVENT, PREVAIL

A 6 Hour Cybersecurity Course for Non-Technical Professionals



adeptfully

### COURSE SUMMARY

Every day, professionals rely on digital tools for communication, collaboration, and productivity, but few have been formally trained in how to protect themselves online.

Cyber Smart is a one-day, hands-on course that teaches practical habits to safeguard your devices, data, and communications – at home and work.







## Cyber Smart

PROTECT, PREVENT, PREVAIL

# 88%

OF DATA BREACHES INVOLVE HUMAN ERROR








### OBJECTIVES

-  Understand today's most common cyber threats.
-  Build good digital hygiene habits.
-  Recognize phishing emails & scams
-  Apply best practices for secure remote work.
-  Know what to do when there is a breach
-  Stay compliant with privacy and data protection

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### EXPECTED OUTCOMES

-  Know how to spot scams & traps.
-  Set up safer passwords and log ins.
-  Improve the security of your devices
-  Avoid common mistakes and breaches.
-  Take action if something is wrong.
-  Feel confident at work and home.
-  Understand how cybersecurity supports business continuity.

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## WHO THIS COURSE IS FOR

- You use email, apps, and web tools every day.
- You're not an IT expert but want to feel safer.
- You've clicked on something suspicious before.
- You want a clear, practical guide to digital safety.
- Anyone using digital tools and technology.

## FORMAT & EXTRAS

Live online training with our trainer.  
Practical exercises and real-world cases  
Includes a downloadable Toolkit PDF

## FEES & PAYMENT

Number of Participants	Training Fee (Pre-VAT)
1	£450
2-5	£,750
6-10	£1,100
11 +	+ £255 per person

\*VAT is added to your invoice

## AGENDA

- Module 1: Cyber Basics**  
Everyday Tech Safety Tips  
Cybersecurity Basics  
Cyber Hygiene
- Module 2: Real World Threats**  
Email Safety  
Internet Security  
Social Engineering  
Mobile Security
- Module 3: Professional Protection**  
Privacy & Data Protection  
Remote Work Security  
Incident Response  
Policies & Responsibilities
- Final: Test & Action Plan**



## WHATS INCLUDED

- Discovery call + light tailoring to your sector.
- Digital workbook/worksheets & exercises.
- Delivery on Microsoft Teams
- Certificates of completion. (CPD ready)
- 30-day post-session support: one 30-minute Q&A office hour.
- Attendance report.



**For larger groups (11+) please contact us.**  
Pay securely via credit card, bank transfer, Stripe, or PayPal.  
Choose your preferred date and time.

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ONLINE**

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### Payment & Booking Terms.

**Booking deposit: 50%** due upon booking to secure your reservation/booking.

**Balance: 50%** due **7 days before delivery** (or on PO approval if agreed in writing).

**Short-notice bookings (≤10 business days): 100%** payable on booking.

**Cancellations & rescheduling:**

Deposit is **non-refundable**.

One reschedule allowed **≥10 business days** before delivery—deposit transfers to the new date.

Reschedules **<10 business days: 20% fee; <3 business days: 50 % fee.**

**Invoicing & currency:** Prices **ex-VAT**, invoiced in **GBP**.

**Payment methods:** bank transfer card online via Stripe

**Purchase Orders (enterprise):** If a PO is required, it must be issued **before** the booking is confirmed.

**Smart Savings**

**Multi-day bundle:** book 3+ courses → **£150 off per day**

**Early booking:** confirm ≥45 days ahead → **£100 off**

### Additional Terms.

**Client responsibilities:** Provide participant names/emails, any pre-work completion, and ensure attendees can access Microsoft Teams with camera/mic enabled.

**Recording & usage rights:** Recording is **NOT** permitted for the client's **internal use only**. No editing, redistribution, resale, or posting on public/internal social platforms. Access limited to your employees/contractors.

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