Top Tips for Staff: help your staff keep your organisation safe online

Our accessible cyber security training package is for organisations of all sizes and sectors.

Our training package '**Top Tips for Staff**' addresses the challenge of making cyber security relevant to everyone in your organisation. It is completely free, easy to use, and takes less than 30 minutes to complete. This training introduces the importance of cyber security and explains how attacks happen, covering four key areas:

Using strong passwords

Securing your devices

Defending yourself against phishing

Reporting incidents

The training is primarily aimed at SMEs, charities and the voluntary sector, but can be applied to any organisation, regardless of size or sector. It's designed for an audience who may have little or no knowledge of cyber security, with tips that complement any existing policies and procedures.

'Top Tips For Staff' can be completed online, or built into your own training platform.

As well as some smaller updates to the content, we have ensured that 'Top Tips for Staff' (English) meets Web Content Accessibility Guidelines 2.1 (Level AA), so that the package is more accessible for our users.

How to use the 'Top Tips for Staff' training

There are two options for using the e-learning package:

1. You can direct your staff to the Stay Safe Online: Top Tips for Staff or Gadw'n ddiogel ar-lein: Prif awgrymiadau i staff. The package is free to use, and includes a short quiz at the end, with links to further reading. No login is required - just click on the link and start learning.

2. Alternatively you can integrate the package into your own organisation's training platform. You can do this by downloading the zip file from our website (the file you download will depend on your organisation's learning management system). Use the PDF instructions to find out how to integrate the package.

- Download SCORM+2004 (English)
- Download SCORM 1.2 (English)
- Download SCORM (Welsh)

We've also summarised the core messages from the training in the infographic below, which you're also free to download, print, and share.

Interested in helping shape 'Top Tips for Staff'?

We always welcome feedback, whether you want to make a suggestion or report a problem. Contact us at toptipsforstaff@ncsc.gov.uk

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WRITTEN FOR

Small & medium sized organisations

Public sector

Self employed & sole traders

Large organisations