


CST ACADEMY



**Turning Employees
Into Your Strongest Defense**

CST Academy Training

1. Cybersecurity Awareness and Human Risk

Courses

- Cybersecurity Fundamentals for Employees:
Teaches employees how cyberattacks happen and what role they play in protecting the organization. Covers phishing, password security, safe browsing, and data protection.
- Recognizing Phishing and Social Engineering:
Employees learn how attackers manipulate people through email, phone calls, and text messages. Includes real examples and interactive exercises.
- Password Security and Multi Factor Authentication:
Explains how weak passwords lead to breaches. Teaches employees how to use password managers and MFA effectively.
- Safe Remote and Hybrid Work Practices:
Focuses on security risks related to remote work, personal devices, public WiFi, and home networks.
- Data Protection and Privacy Awareness:
Teaches employees how to identify sensitive data, handle it correctly, and avoid accidental data leaks.

2. Productivity and Technology Efficiency.

Courses

- Working Smarter with Microsoft 365:
Overview of core tools including Outlook, Teams, SharePoint, and OneDrive.
- Mastering Microsoft Teams for Collaboration:
How to use Teams effectively for communication, meetings, file sharing, and project collaboration.
- Email and Calendar Productivity:
Best practices for managing Outlook, reducing email overload, and improving time management.
- File Organization and Cloud Collaboration:
Teaches teams how to store, organize, and collaborate on files using SharePoint and OneDrive.
- Digital Workplace Efficiency:
Practical ways to reduce technology frustration and streamline daily workflows.

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3. Artificial Intelligence in the Workplace

Courses

-AI Fundamentals for Business Professionals:

Introduction to artificial intelligence and how it can improve everyday work tasks.

-Using AI Tools Responsibly at Work:

Covers risks, data privacy, and safe usage policies when working with AI tools.

-Practical AI for Productivity:

Demonstrates how AI can assist with research, writing, meeting summaries, and data analysis.

-AI Prompting Skills for Better Results:

Teaches employees how to write effective prompts to produce useful results from AI tools.

4. Security Leadership for Managers

Courses

-Cybersecurity for Business Leaders:

Helps leaders understand business risks related to cybersecurity.

-Building a Security Aware Culture:

Practical strategies for creating a workplace where security awareness becomes a habit.

-Incident Response Awareness for Managers:

What leaders should do if a cybersecurity incident occurs.

-Vendor and Third Party Risk Awareness:

Understanding risks from vendors, contractors, and cloud services.

-Visual Framework for CST Academy:

This framework helps clients instantly understand the program structure.

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