



# Your Cybersecurity Awareness Training Progress Report Checklist

Identify the key goals of your awareness program

(i.e. decrease helpdesk tickets, reduce phishing incidents, etc.)

Establish measurable targets for reporting progress

(i.e. reduce phishing incidents by 40%, increase training engagement rates, etc.)

Implement timeframe benchmarks for facilitating training, and reporting progress

(i.e. conduct awareness training and reporting annually, bi-annually, or quarterly)

Track participation rates

(i.e. monitor the number of employees who start the training program).

Track completion rates

(i.e. how many employees have started *and* completed the program)

Report on engagement rates of your program

(i.e. how long does it take your employees to complete the program)

Develop a metric matrix to track employee participation, engagement, and completion

(i.e. you can create tools and spreadsheets to help track metrics. We can also help you with this!)

Evaluate knowledge retention after training sessions through quizzes and surveys

Conduct employee feedback surveys after the training to assess

their understanding, and satisfaction on the topics covered in the training program.

Monitor behavioral changes of employees post-training

(i.e. are employees increasing their incident reporting or has phishing issues reduced increased training)

Review past campaigns and training programs to adapt future training to meet the evolving security threats your business or industry may see.

Facilitate ongoing training and progress reporting around common cybersecurity threats and integrate more topics that may be relevant to your business and employees.