

THREE STEPS

to Employee Training Success

In our hyper-connected world, the ability for employees to identify cyberthreats when they see them has never been greater. This means employee education is no longer a “nice-to-have.” How do you get an effective security awareness training program up and running in the changing world of cybersecurity and data privacy?

Meet LearningLAB. Read on for a three-step guide showing how easy it is to use LearningLAB to begin building a more **risk-aware, cyber-secure employee population**.

Step 1: Build

LearningLAB takes the need for technical and adult learning know-how out of the equation by giving you the ability to roll out an awareness initiative in three self-guided steps.

Welcome! Let's get started.

In three simple steps, your employees are ready for your awareness program.

- Add your user manually, or save time by syncing your user directory.
- Give your LearningLAB some style and customize your site for your brand.
- Choose when you want your awareness program to start for your employees and review your program schedule in the Planning tool below.

Once you have activated your plan, your employees are immediately invited to access your LearningLAB.

Do you have a few questions about setting up your LearningLAB? We encourage you to read more at our LearningLAB Support Center.

[Go to the Support Center](#)

Enroll Your Users

Adding new learners is a breeze when you sync to your directory.

[Go to Users](#)

Brand Your Site

Add your logo and customize your colors to make your site shine.

[Go to Brand](#)

Select Your Dates

Select your dates from the planning tool below.

[Select Dates](#)

Follow a step-by-step process to enroll learners by bulk uploading multiple records at once.

Customize the learner experience to match your unique brand identity while providing your employees with a seamless learning experience.

Choose the date to start your best-practice awareness program. LearningLAB will assign content automatically.

Step 2: Manage

Once you've built and deployed your awareness training program, the educational content is automatically deployed throughout the year, with no further input needed from you.

LearningLAB's Planning Roadmap displays your training initiative over the course of a year, providing at-a-glance visibility into what training your learners are consuming and the ability to adjust training assignments to fit their exact needs.

Welcome back Jay!

Here are a few helpful steps for making a successful LearningLAB awareness program:

- Check out the LearningLAB Support Center to learn how to create groups and assign content to them.
- Check out MediaPRO's website for tips, tricks, and best practices for enhancing your awareness program to deliver a world class experience for your employees.

[Go to the Support Center](#)

Financial Essentials with Phishing
September 25, 2018 - September 24, 2019

Roadmap Risks/Behaviors

| Month | Courseware | Reinforcement - Videos |
|-----------|-------------------------------|----------------------------|
| September | Security + Privac | Do Your Part for Privacy |
| October | Security + Privac | Business Email Compromise |
| November | Gramm-Leach-Bliley Act (GLBA) | Ransomware |
| December | | Phishing and Handling Data |

Target training to specific learner groups to ensure the right people get the right education with the drag-and-drop simplicity of LearningLAB's Planning Roadmap feature. Training content items can be moved along the plan timeline to change their deployment date, with learner assignments automatically updated.

Review the next three months' worth of training courseware, reinforcement animations, and more at a glance.

Monitor the risks each course or video will address and the risky behaviors targeted by switching to the "Risks/Behaviors" view of your plan. Either view can be exported to easily share your year-long training initiative with stakeholders.

Step 3: Measure

LearningLAB enables you to collect the results of knowledge assessments before your awareness program begins and after the last learner has taken the assigned content, giving you the ability to assess knowledge retention over time.

REPORTS

Individuals Risk Assessment - Baseline

| Risk Level | Percentage | Description |
|------------|------------|--|
| Risk | 100% | These individuals put our organization at serious risk for a privacy or security incident. |
| Novice | 0% | Novices have a good understanding of the basic but could stand to learn more. |
| Hero | 0% | These individuals know their stuff! |

Assignment Reports

See how learners are progressing against program assignments.

| COURSE NAME | STATUS | START DATE | END DATE | AVAILABLE UNTIL |
|-------------------------------|--------|------------|------------|-----------------|
| Security + Privacy | Active | 10/26/2018 | 11/24/2018 | 12/08/2018 |
| Phishing Mini | Active | 12/26/2018 | 01/25/2019 | 02/08/2019 |
| Gramm-Leach-Bliley Act (GLBA) | Active | 04/27/2019 | 05/27/2019 | 06/10/2019 |
| Preventing Phishing | Active | 07/26/2019 | 08/25/2019 | 09/08/2019 |

Make sure your learners are progressing through the assigned education as they should with real-time assignment reports.

Automated assessments enable you to align learners to three risk categories, allowing you to quickly review your employee population's cybersecurity and data privacy know-how.

READY TO LEARN MORE?

LearningLAB gives organizations of all sizes the tools they need to build and deploy comprehensive employee training initiatives focusing on cybersecurity, data privacy, and corporate compliance—all from a single platform.

[Learn More](#)