

## 6. Security Toolkit: Training



### What, When, and How

Many offices already understand the value of training for substantive work and client services, but training practices should extend to how staff use technology. You should provide training for staff on the core applications your organization uses (e.g., Outlook, Word, Excel, your case management system). You should also provide training on using the organization's equipment. You should also provide training on using the organization's equipment and security awareness. In fact, funders and insurance companies now ask if you are doing this; some are even requiring it.

Security training should teach your staff how to keep your organization's data secure and how to share data externally in a secure way. Security training can also include "phishing tests," or tests that help staff identify suspicious emails before opening them.

### Resources + Trainers

# Comprehensive Training Approach

- <https://ltc4.org/training-services-providers/>
- <https://wilsonallen.com/services/training>

## LegalServer Training

- [help.legalserver.org/home/sitewide/legalservertraining](http://help.legalserver.org/home/sitewide/legalservertraining)

## Microsoft Office Training

- <https://www.knowledgewave.com/>
- <https://support.microsoft.com/en-us/training>

## Security Awareness Training

- [KnowBe4](#)
- [Ninjio](#)
- [Phinsec](#)

## Solutions to consider:

- [KnowBe4](#)
- [Breachsecurenow](#)
- [Ninjio](#)

Last updated on December 15, 2023.

Print

Table of Contents

NEWS

### News & publications

The news about recent activities for needed peoples.

## [More News](#)

24 Mar 2023



### Project Spotlight: UpToCode

Because everyone has a right to a safe home, Northeast Legal Aid (NLA) is...

[Continue Reading](#)

28 Feb 2023



### Member Spotlight: Josh Lazar

We are heading south to Florida today to meet community member Josh Lazar, the...

[Continue Reading](#)

## Our Partners



