Training Course:
Administrative best practices in information security

20 - 24 October 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur

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Introduction:

An information security management system "ISMS" is a set of policies concerned with managing information security or it is related to risks related to information. own information, thus ensuring acceptable levels of information security risk.

This course equips participants with the in-depth knowledge and practical skills needed to plan, deliver, and monitor information technology and security for internal and external clients to encompass a full and comprehensive range of disciplines in the areas of IT policy, operational security management textbook, security/penetration testing, ethical hacking, and black hat hackers.

This course also covers WIFI security, website security, human factors, forensic security, management of security teams, the Secure Operations Center SOC, and computer security incident response teams CSIRT.

The course includes practical sessions, videos, and examples of viruses and black-and-white hacking tools. All participants are also provided with the latest research and articles.

As part of the course, participants conduct a risk assessment of two different publications based on ISO "27001" which identifies any direct or indirect threats, security exposures, or potential vulnerabilities, participants deal with an example in security and learn about best practices that can be applied to secure their organizations and assets. Associated.

Course objectives:

At the end of the course, participants will be able to:

- Apply information security standards to their organization and its critical assets.

- Learn about threats caused by viruses, malware, active tokens, and active persistent threats APT and consider various mitigation options.

- Formulate and manage effective cyber security teams and apply the Computer Security Incident Response Team CSIRT framework, tools, and capabilities to accost-effective active and robust solutions to protect the organization.

- Using NLP to deliver messages that change the way employees work and think safely.

- Examine areas of wireless security protocols, their security characteristics, and potential insecurities within the organization and in public spaces.

- Learn how to penetrate testing and ethical hacking to enhance organizational security.

- Assessment of modern security: OSINT and the evolution of artificial intelligence.

Target Audience

- Specialists in information technology, security, and auditing.

- Those in charge of sites and general administration.

- Any person entrusted with managing and protecting the integrity of the electronic network infrastructure.

- Anyone familiar with IT/Internet/Digital Security.

- Anyone who finds themselves in need of this course and wants to develop their skills and experience.

Course content:

Day 1

Information technology era:

- Characteristics, elements, and directions of electronic management.

- Electronic systems are necessary for electronic management.

- Electronic management features, elements, and directions.

- Characteristics of electronic management and the possibility of executing transactions electronically.

Day 2

Electronic management elements:

- Paperless management.

- Management without rigid organizations.

- Management without a place.

- Timeless management.

- What are the specifications of the office manager and the electronic secretary?

Day 3

Security of documents and papers:

- Historical development of information security science.

- Information security policies.

- Setting and developing an information security strategy in the face of potential dangers.

- Basic concepts in information security management.

- Security stages for the security of documents and papers.

- The stage of creating the official paper.

- Preservation and security stage.

- Trading and viewing stage.

- The stage of execution of the official paper.

- Some data protection methods.

Day 4

Information documentation technology:

- electronic archive

- The concept of an automated document processing system

- Ways to save files

- Classification and indexing of files

- Strategic objectives of electronic archiving

- Objectives of electronic archiving within the organization

- Pros and cons of electronic preservation of information.

- How does the document and file processing system work?

- Features of the automated document and file processing system.

Day 5

The general stages of implementing a project to convert a paper archive into an electronic archive:

- A practical case in the field of electronic documentation and archiving.

- Security requirements for workers.

- Computer applications and confidentiality of information.

- Document security applications.

- Data protection through a suite of office software.

- Backup methods.

- Data encryption.

- Email protection.

- Viruses, electronic piracy, protection systems, and programs.

- Security deficiencies in the field of documents.

- Applications and practical cases.

Registration form on the Training Course:
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Training Course code: IT235046 From: 20 - 24 October 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 6000 ⬜ Euro

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