CYBERSECURITY · SHORT COURSE

Cybersecurity Awareness for Office Secretaries

Practical digital safety for the people who manage correspondence, records and sensitive information every day.

DATES	9–13 Nov 2026	DURATION	5-day course
COURSE FEE	TZS 1,300,000 · per participant	VAT	Fee excludes VAT
VENUE	Arusha, Tanzania	DAILY HOURS	8:30 AM – 4:30 PM
FEE INCLUDES	Course materials, lunch and refreshments	CERTIFICATE	Certificate of attendance
TRAINER	Elly International training team	APPLICATIONS	Open for applications

Overview

In today's digital age, cybersecurity has become an essential aspect of organizational operations. Office secretaries play a crucial role in handling sensitive information and communicating within and outside the organization. Therefore, it's imperative for them to be aware of cybersecurity threats and best practices to safeguard confidential data and maintain the integrity of organizational systems.

Rationale: Office secretaries are often the first point of contact for external communication and handle various administrative tasks involving digital platforms. As such, they are potential targets for cyber attacks such as phishing, social engineering, and malware. By equipping secretaries with cybersecurity awareness, organizations can mitigate risks, protect sensitive information, and enhance overall security posture.

Objectives:

1. Understand the importance of cybersecurity in the workplace.
2. Recognize common cybersecurity threats and attack vectors.
3. Learn best practices for safeguarding digital assets and personal information.
4. Acquire skills to respond effectively to cybersecurity incidents.
5. Foster a culture of cybersecurity awareness within the office environment.

Course content

Module 1: Introduction to Cybersecurity

- Definition of cybersecurity
- Importance of cybersecurity in the workplace
- Roles and responsibilities of office secretaries in maintaining cybersecurity

Module 2: Common Cybersecurity Threats

- Phishing attacks and email scams
- Social engineering tactics
- Malware (viruses, ransomware, spyware)
- Insider threats

Module 3: Best Practices for Cybersecurity

- Password management and creation of strong passwords
- Secure handling of sensitive information
- Safe browsing habits and avoiding malicious websites
- Importance of software updates and patches
- Two-factor authentication

Module 4: Responding to Cybersecurity Incidents

- Recognizing signs of a cybersecurity incident
- Reporting procedures for suspected breaches
- Immediate response actions (e.g., disconnecting from networks)
- Contacting IT support and relevant authorities

Module 5: Creating a Culture of Cybersecurity Awareness

- Importance of ongoing education and training
- Promoting a security-conscious mindset among colleagues
- Encouraging proactive reporting of security concerns
- Incorporating cybersecurity into office policies and procedures

Who should attend

This course is designed for office secretaries or administrative professionals who handle digital communications, sensitive information, and administrative tasks within organizations. It is suitable for individuals with varying levels of technical expertise, aiming to enhance their understanding of cybersecurity principles and practices relevant to their roles.

How to apply

Apply online at elly.wysyntaxtest98.or.tz. Your place is confirmed only after we review your application and contact you, within 1 working day.

Apply for this course | Ask on WhatsApp | Email us

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Details correct as of 8 November 2026.