

Security Policies and Procedures

Course code: SM-001



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

This course enables participants to explore, design and fully understand the policies and procedures needed for security departments within their organizations. More specifically, participants will discuss managing the implementation and evaluation of their policies and procedures in relation to setting standards, staff safety, security effectiveness and overall performance of the security department. Participants will learn the importance of enforcing, reviewing, and revising security policies and procedures effectively while meeting the legal requirements of the jurisdiction or country the organization is in

Why Attend

This course is highly interactive and includes group discussions, case studies and syndicate work. It also includes practical exercises that enable all participants to apply the advanced knowledge they gained and demonstrate their skills in security policies and procedures.

Who Should Attend

This course is suitable for security professionals who manage and control an organization's policies and procedures; this includes security supervisors, managers, team leaders and company owners, directors and stakeholders

— Learning Objectives

- Identify numerous types of policies used in security
- Understand Standard Operational Procedures (SOPs)
- Apply assignment instructions to security operations
- Create policies and procedures for their organization
- Manage the successful implementation of security policies

Course Outline

DAY
1

Introduction to Security Policies and Procedures

- What are security policies?
- What are security procedures?
- Why do we need policies in our organizations?
- How policies affect your work and every-day routines
- Understanding the connection between policies and the law
- The importance of policies and procedures in security
- Different types of policies in the workplace
- 3 types of security policies
- What should a security policy contain?
- Assignment instruction
- Policies and the law
- Wants, needs and benefits of policies and procedures

DAY
2

The Principles of Policies and Procedures

- Setting a security policy within an organization
- 5 components or elements of a security policy
- Differences between policies and procedures
- Security awareness
- Roles and responsibilities when creating policies
- 3 types of security controls
- Relationship between policy and management
- Policy statements
- Top-down security
- Bottom-up security
- Security standards
- Codes of Security behavior and ethics

DAY
3

Management Controls and Written Documentation

- Security administration
- Assignment instructions
- Reporting procedure
- Physical control policies

- Technical control policies
- Structuring your security policy
- Developing a security strategy
- Rational for security strategy
- Consequences of poor policy implementation
- Establishing effective procedures for success
- Implementation of security procedures
- Managing security procedures
- Measuring procedures for assessing performance
- Security procedure typology

DAY

4

Creating Effective Policies for your Organization

- Developing a suitable security policy for an organization
- Developing and writing a policy statement for your organization
- Matching security procedures to the policies
- Creating Assignment Instructions for your organization
- Developing a written assignment instruction for an organization
- Creating a security plan with a list of suitable policies and procedures for your organization

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	London - United Kingdom	€2,100
9 - 13 November 2026	Amsterdam - Netherlands	€2,125
14 - 18 December 2026	London - United Kingdom	€2,100
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	Rome - Italy	€2,125
15 - 19 March 2027	Munich - Germany	€2,125
19 - 23 April 2027	Amsterdam - Netherlands	€2,125
17 - 21 May 2027	London - United Kingdom	€2,100

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.