

aractech

Global Learning for Operational Leaders



SECURITY MANAGEMENT | SM-001

Security Policies and Procedures

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Course content

Why Attend

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

Course Methodology

• 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.

Course 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

Target Audience

- 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.
- Target Competencies
- Communication
- SOP creation

Course outline

Detailed course outline

Module-by-module outline for Security Policies and Procedures.

Module 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

Module 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

Course outline

Detailed course outline

Module-by-module outline for Security Policies and Procedures.

Module 3 - Management Controls and Written Documentation

- Security administration
- Assignment instructions
- Reporting procedure
- Physical control policies
- Technical control policies
- Structuring your security policy

Module 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

Seminar dates

Available seminar dates

Live dates and pricing for Security Policies and Procedures generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Barcelona	Classroom	€2,695
20 - 24 July 2026	Rome	Classroom	€2,975
3 - 7 August 2026	Munich	Classroom	€2,415
7 - 11 September 2026	Amsterdam	Classroom	€2,975
12 - 16 October 2026	London	Classroom	€2,940
9 - 13 November 2026	Amsterdam	Classroom	€2,975
14 - 18 December 2026	London	Classroom	€2,940

Live online option

Online delivery is available at €1,250.