

Overworked

Presenter Notes

- Before the presentation, watch the *Overworked* video and fill out the bottom portion of this Job Aid. Some starting ideas are listed, but add more that may be pertinent to your program.
- Prepare the audience for the video. Find a great transition to let them know they are getting ready to watch a CDSE training video.
- Relate the content of this video to the audience (examples below):
 - We've been pretty good in regards to security incidents lately, so I thought I would show you this CDSE video to see just how good we are at spotting some common security mistakes.
 - We've had a few examples of security incidents over the past year, so I wanted to show this quick CDSE video as an opportunity for us to see and identify a few common errors throughout the security world.
- Let the audience know that you'll be soliciting feedback after the video:
 - After the video, we'll go over a few of the items that we noticed in the video.
- Show the video
 - For maximum retention, it is recommended to show the video twice to give everyone the opportunity to see some of the more subtle mistakes made in the video.
 - Refer to the lists that you created below to help foster discussion.
 - A useful way in which to encourage audience participation would be to have "rewards" that you can give participants for their contribution.

For additional resources, go to the SAP Toolkit at <http://www.cdse.edu/toolkits/sap/index.php>

Errors Found

- Took classified information home
- Destroyed the documents at home
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Prevention

- Ensure separation of classified and unclassified information in mixed media areas
- Ensure employees know how to properly handle a security incident when classified information is discovered
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