



# Cybersecurity Awareness Training For [Company]

Prepared for: [Manager]  
[Title]  
[Company]

Prepared by: Jeremy Rasmussen, CISSP, CEH, PMP  
Director of Cybersecurity  
Abacode, LLC  
[Publish Date]  
Proposal number: \*\*\*\*\*



Dear [Manager],

An organization's first and last line of cybersecurity defense is its human resources. When Abacode performs penetration testing of enterprise networks, we often find that the path of least resistance is to use a phishing attack – that is, crafting a convincing-looking email and imitation website in order to gain credentials from a user. Once we have those credentials, we use them to gain access to the user's computer, pivot to other critical systems, and escalate privileges in short order. Firewalls, antivirus, and other access controls provide minimal barriers to such a threat. Therefore, training users to spot and avoid these attacks is critical to helping maintain network security. Another critical threat is the danger of insiders. Conceptually, because we trust insiders and have given them access and privileges, they can potentially do the most harm. This does not just mean a disgruntled employee, but an uninformed one who can cause damage through unwittingly introducing vulnerabilities, malware, and other liabilities to the system.

In order to help train [Company]'s personnel to understand today's cybersecurity threats and maintain the most effective defenses, Abacode proposes the following:

- Simulated phishing attempts with feedback and remediation training
- Computer-based cybersecurity awareness training for new and existing [Company] staff.

After this training, your executive leadership and staff will have the knowledge they need to be positive contributors to [Company]'s overall security posture.

Best Regards,

A handwritten signature in black ink that reads "Jeremy Rasmussen".

Jeremy Rasmussen CISSP, CEH, PMP  
Cybersecurity Director, Abacode LLC  
[Jeremy.Rasmussen@abacode.com](mailto:Jeremy.Rasmussen@abacode.com)  
<https://www.abacode.com>



## Contents

Scope of Services .....	4
Training Overview .....	4
Project Fees .....	5
Terms and Conditions .....	6
Acceptance .....	7

Sample



## Scope of Services

### Training Overview

The goal of cybersecurity awareness training is to promote a shift in corporate culture and human behavior toward a more security-conscious organization. This training should reflect and be in alignment with the organization security policies and procedures.

#### *Computer Based Cybersecurity Awareness Training*

Abacode has partnered with cybersecurity awareness training leaders to provide your staff with the following training:

- (1) *45-minutes Cybersecurity Awareness Training* - This is a detailed, 45-minute web-based interactive training using common traps, live demonstration videos, short tests and the new scenario-based Danger Zone exercise. This Security Awareness Training specializes in making sure employees understand the mechanisms of spam, phishing, spear-phishing, malware, ransomware, and social engineering, and are able to apply this knowledge in their day-to-day job. The training is split in to 4 modules that an employee can do over time. This module is available in English & Spanish.
- (2) *Phishing Assessment / Training Program*- The phishing training program will periodically send simulated phishing attacks to Insync HCS network users. We track unique email opens and clicks, and generate reports that show how well your users are doing in recognizing phishing attempts.

Our program also includes the following features:

- Online cybersecurity awareness training, and a “hints & tips” Web page.
- Phishing reporting button in Microsoft Outlook. If users accurately spot a test phishing email and click the button, they get a congratulatory message. If they click it for any other suspicious message, the email is removed from their inbox and forwarded to the Insync HCS “abuse” mailbox for assessment.

Abacode will provide all of the administrative functions to configure, deploy, update, and report on the phishing training from our Security Operations Center.



## Project Fees

For Abacode, it will be a pleasure to provide our professional services described above. We are committed to exceeding your expectations. In order to confirm acceptance of the terms of the proposal, we require your signature below. Payment terms are net 30.

Line Item / Description	Fee
<p><b>Annual Cybersecurity Awareness Training:</b>            Cybersecurity training for [Company] executives and staff via Computer Based Training Modules, and phishing management program, and Acceptable Use Policy quiz.</p>	<p>\$ fee per employee per year</p>
<p><b>New Hire Cybersecurity Awareness Training -</b>            training for new hire employees and associates of [Company] via Computer Based Training modules, phishing program, and Acceptable Use Policy quiz.</p>	<p>\$ per new hire employee</p>



## Terms and Conditions

This proposal is valid for 30 days from [Publish Date]. If this Order Form is executed and/or returned to Abacode, LLC by [Company], Inc 30 days from said date, Abacode LLC may adjust these terms, without increasing the Total Price. Following activation, any adjustments to these terms must be confirmed by the Client.

Prices provided as part of this proposal do not include any taxes that may apply. Any such taxes are the responsibility of the Client.

Abacode, LLC may reject this Proposal if: (1) changes have been made to this Proposal (other than completion of the signature block) or (2) the requested signature is incomplete or does not match our records or the rest of this Proposal. By signing this form, you represent that you have the authority to bind such entity and its affiliates to the terms and conditions on this Order Form.

Payment terms are Net 30. Abacode, LLC's billing preferred method is via email, and billing frequency is monthly (annual up-front billing option is also available). Subscriptions are non-cancelable before their Order End Date.

Sample



## Acceptance

For Abacode, it will be a pleasure to provide [Company] our professional services described in this proposal. The training described in this proposal will be governed by the terms and conditions in the Master Service Agreement to be executed by Abacode and [Company].

To confirm acceptance of the terms of the proposal, we require for you to select the option that best suits your needs and to provide your signature below. The Statement of Work described in this proposal will be governed by the terms and conditions in the Master Service Agreement to be executed by Abacode and [Company].

This proposal is based on the following criteria:

Number of employees

[Company]

Abacode, LLC

[Manager]

Rolando Torres

[Title]

Managing Partner

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_