

Train Employees To Spot Phishing

Plain-English how-to. ~60 minutes to set up; 20 minutes per quarter to run.

Build a sustainable, effective phishing training program for a small team.

Print, share, and re-run quarterly.

Do This Right Now

#	STEP
1.	Build a library of 4 phishing patterns with real examples.
2.	Run a 20-minute kickoff session.
3.	Set up a one-click 'Report Phishing' workflow.
4.	Schedule quarterly 20-min refreshers.
5.	Run optional simulated phishing tests.
6.	Reward reporting publicly; never punish clicks.
7.	Track reports, click rate, time-to-report.
8.	Refresh the library quarterly with new patterns.

Why This Matters

- Verizon's annual Data Breach Investigations Report consistently lists phishing in the top three breach causes. For small businesses w
- Trained employees catch phishing daily. Studies show effective training programs reduce phishing click-through rates from 25% to un
- The keys to effective training: short and frequent (20 min/quarter, not an annual 2-hour slog), realistic examples (real screenshots, not