Induction Programme for Security Division



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AGENDA

1. Introduction
2. Security Division Organisation Chart
3. Training System
4. Conclusion



1. Introduction

Welcome to the Security Division!

1. **The importance of security and how their role contributes to keeping the organization safe.**

2. **Our Mission and Vision - Our division's commitment to maintaining a secure environment for the organization and its stakeholders.**

2. Security Division Organisation Chart

Organizational Structure

- Provide an overview of the Security Division's organizational structure.

- Introduce the key roles, responsibilities, and reporting lines within the division.

Core Functions and Responsibilities

- Explain the core functions of the Security Division, such as risk assessment, threat analysis, incident management, and physical security.

- Highlight the responsibilities of the new hires within these core functions.

Reporting and Communication Channels

- Explain the reporting and communication channels within the Security Division.

- Provide contact information for key personnel and highlight the importance of timely and accurate reporting.

Collaboration and Partnerships

- Emphasize the importance of collaboration within the Security Division and with other departments.

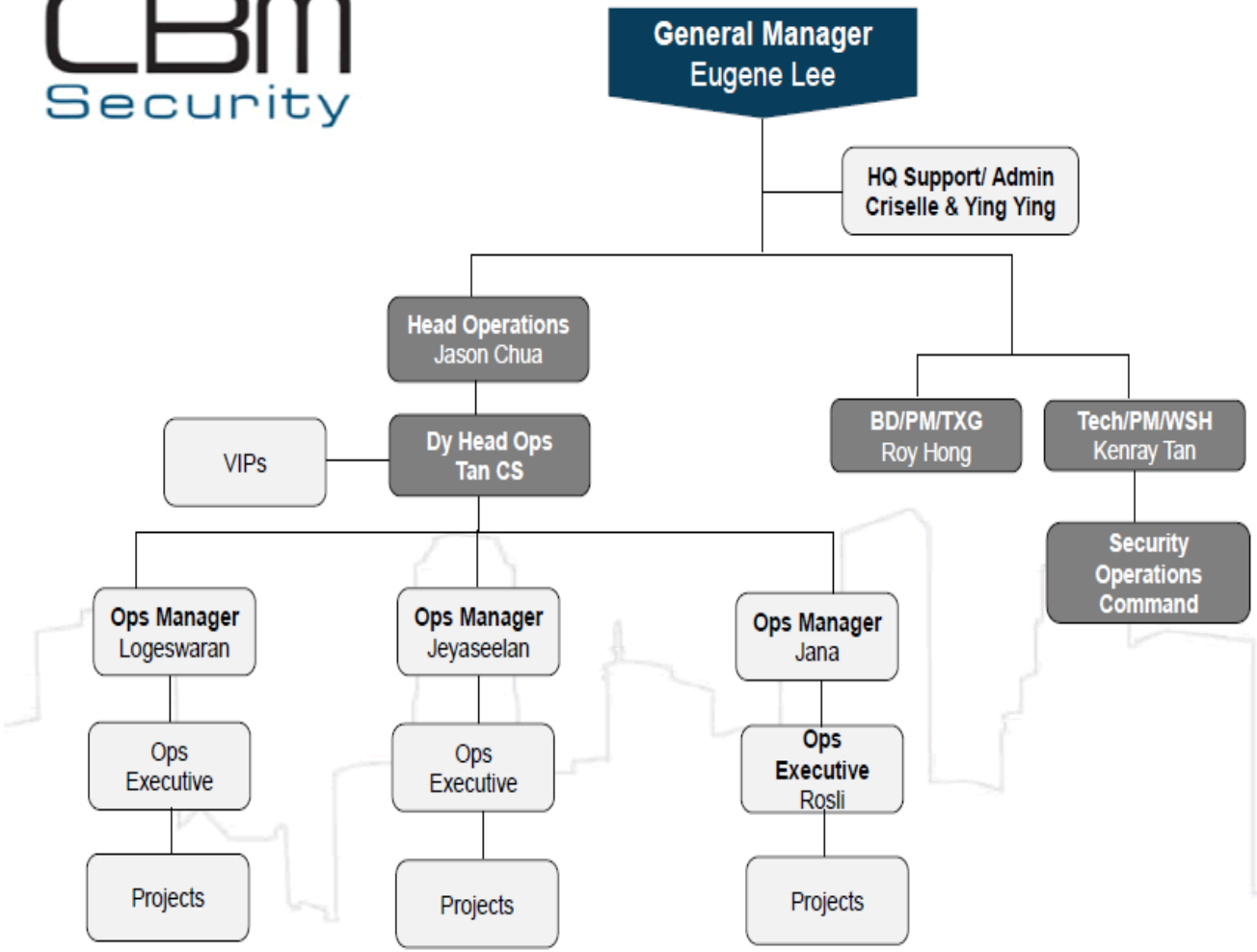
- Introduce key partnerships with external stakeholders, such as law enforcement agencies, security vendors, and regulatory bodies.

Policies and Procedures

- Provide an overview of the security policies and procedures that new hires need to adhere to.

- Highlight the importance of compliance with these policies to maintain a secure environment.

COMPANY ORGANISATION CHART



3. Training System

Training and Development Opportunities

- Discuss the training and development programs available to new hires.

- Highlight how the division supports continuous learning and professional growth.

Key Technologies and Tools

- Introduce the key technologies and tools utilized within the Security Division.

- Explain their purpose and how new hires will be trained to use them effectively.

Expectations and Code of Conduct

- Clearly outline the expectations and code of conduct for new hires within the Security Division.

- Emphasize the importance of professionalism, integrity, and confidentiality in their roles.

Training System – understand the purposes, workflows and data entry performed by Trainers and/or Training Admin:

- Learning Management System (LMS):

- JOGET (Group Training Application)

- CBM Learning Portal (e-Learning)

- CBM Intranet / CBM Internet – Course information and updates

- Training Management System (TMS):

- SSG Portal – Course registration, Attendance, e-certificate, grants, surveys

Administrative Works – Understand and apply the company practices:

- Ability to access Training Centre shared folder (“Q”-drive) to read, update and retrieve data/information

- Using Companies Letter head to generate document

- Using of company assigned photocopier for photocopy/ scanning

- Using CBM approved templates for presentation slides

4. Conclusion

CONCLUSION

- All new staff shall undergo this programme and completion within three (3) months of joining.

INSTRUCTIONS FOR COMPLETION OF INDUCTION PROGRAMME

- Please approach General Manager Eugene Lee for an interview

- Do complete the on-line Training Centre Induction Programme

Q&A and Onboarding Support

- Allocate time for new hires to ask questions and address any concerns.

- Provide information on the support available during the onboarding process.

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