

Why should I read CPNI's '*Security Messages for New Joiners*' guidance for providing security information during the first 12 months of the employee lifecycle?

The induction of new joiners is a key entry point at which their perception of security in the organisation is formed. This provides an opportunity to embed the desired security mind-set and behaviour from the outset.

The guidance covers **what information to give, when, and how, over the first 12 months of the employee lifecycle**. It supports security managers, hiring managers and those in your organisation who are responsible for inducting new joiners, to best communicate your security policies, processes and ways of working.

CPNI's *Security Messages for New Joiners* guidance explains:-

- how to make security meaningful for new joiners
- what new joiners need to know and do to be secure
- when and how to communicate these security messages
- how to evaluate your security messages
- CPNI's supporting resources to help you design and deliver security messages

Detailed, step-by-step guidance takes you through:-

- Engaging new joiners with your security messages- setting the context of your organisation's core mission and assets and the threat faced so they understand the part they play in keeping your organisation secure.
- Defining the key security behaviours to communicate; building from straightforward behaviours to those which are complex and subtle that require experience and judgement to decide the required action.
- Spreading security messages over a 12 month timeframe which allows for a more structured programme. Taking care not to overburden new joiners at the very start, and layering the security messages to refresh and reinforce them as your new joiners develop experience in the workplace.
- Tailoring to your audience, using a range of different methods to communicate messages in an appealing way and the importance of using credible experts from across the organisation to deliver them.
- How to communicate security messages to seniors, and how the line management in your organisation can support you in delivering security messages to new joiners.
- How to evaluate your security messages campaign.
- CPNI's behaviour change campaigns and associated resources (posters, animations, videos, quizzes, checklists, wallet cards, stickers etc.), which can assist you in the design and development of your security messages.

The guidance includes practical exercises to assist organisations in the design, development and implementation of their security messages for new joiners.

The guidance can be downloaded from the CPNI Extranet under Personnel Security.