








Session 11	<b>Security Orientations &amp; Briefings</b>	 Duration: <b>30 mins</b>
<b>Session Summary</b> This session identifies elements of a comprehensive security orientation and briefing for staff and visitors.		
<b>Session Objectives</b>  <ul style="list-style-type: none"> <li>• Highlight the importance of providing security orientations and briefings.</li> <li>• Determine the content of a security orientation for new staff.</li> <li>• Determine the content of a security briefing for visitors.</li> </ul>		
<b>Learning Outcomes</b> By the end of this session, participants should be able to: <ul style="list-style-type: none"> <li> • Describe the essential elements involved in providing effective security orientations and briefings for staff and visitors.</li> </ul>		
<b>Supporting Material</b>  <ul style="list-style-type: none"> <li>• <a href="#">GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 13.</a></li> <li>• <a href="#">GISF Security Risk Management: a basic guide for smaller NGOs.</a></li> </ul>		
Time	Suggested Activities	Resources
2 mins	<b>Introduction</b> Introduce the session and provide an overview of what this session will cover.	<ul style="list-style-type: none"> <li>• S.11 Security Orientations &amp; Briefings Presentation – Slide 1</li> </ul>
3 mins	<b>Raising Awareness</b> Outline why raising security awareness is an essential element in meeting duty of care. Draw attention to the need to provide staff with information on the organisation's security approach, and/or the security situation and key risks within a given locations.   All staff must have the awareness to enable them to manage their own security as well as that of their colleagues. Preparing staff appropriately, and ensuring they are fully informed of the risks, has a direct impact on how well and quickly they settle into the organisation, their role and the environment, thereby reducing the risk of security incidents.  Discuss the differences between security orientations/inductions and security briefings.	<ul style="list-style-type: none"> <li>• Slide 2</li> </ul>
15 mins	<b><i>ACTIVITY: Checklist</i></b> Split participants into two groups. Ask one group to create a checklist for a security orientation for a new staff member, the other to create a checklist for a visitor's security briefing. Both groups should also identify the most effective way to deliver the information.  Checklists should be relevant to the location of the training. Groups should capture their checklist on a flip chart sheet.	

	After 10 minutes, ask the groups to place their sheets on the flip chart stand or wall for others to see, and ask each group to explain their checklist.	
10 mins	<p><b>Security Orientations &amp; Briefings</b></p> <p>With reference to the slides, highlight the key elements of a security orientation and a security briefing. Draw attention to any factors that are particularly relevant to the context. Lastly, discuss how best to deliver security orientations and briefings in the location and identify specific challenges.</p>	<ul style="list-style-type: none"> <li>• Slides 3-4</li> </ul>