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**Tool 9: Strategic Training Matrix Example**  
  
**This tool can be adapted or expanded at the operational level to reflect specific employees needs/date completed/skill level in each area.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Name of provider (internal/external)** | Strategic leaders | Regional directors | Country managers | Security focal points | All staff |
| Security framework |  |  |  |  |  |  |
| Creating procedures (e.g. country S&S plans, country risk, registers, incident management plans) |  |  |  |  |  |  |
| Risk assessment |  |  |  |  |  |  |
| Personal field security training / security awareness |  |  |  |  |  |  |
| Travel safety and security training |  |  |  |  |  |  |
| Crisis management workshop |  |  |  |  |  |  |
| First aid |  |  |  |  |  |  |
| Resilience and stress management |  |  |  |  |  |  |
| Security risk management training |  |  |  |  |  |  |
| The importance of duty of care |  |  |  |  |  |  |
| Reporting security incidents |  |  |  |  |  |  |
| Cybersecurity |  |  |  |  |  |  |
| Integrity and anti-corruption training |  |  |  |  |  |  |
| Anti-bribery and corruption training |  |  |  |  |  |  |
| Surveillance |  |  |  |  |  |  |
|  | | | | | | |
| **Key:** | |  | | | | |
| Priority |  |
| Within 12 months |  |
| Not required |  |

*Example provided by* [*International Location Safety*](https://www.locationsafety.com/)