

Compliance Metrics

Metric Name	What Is Measured and Why?	How Is It Measured?	When Is It Measured?	Who Measures?	Details
Training Completion	Percentage of workforce that has completed annual training.	Reports from LMS or sign-in sheets for on-site workshops	Annually	Whoever is responsible for primary training	Annual security training is required for most standards and regulations. Auditors will want documented proof of who has completed annual training.
Reinforcement Training	Has organization gone beyond just annual training and continued to train the workforce throughout the year.	Track and document when and how security training and events are communicated to the workforce.	Monthly	Security Awareness Team	<p>Some standards require additional training above and beyond just annual training. Examples of additional training throughout the year can include:</p> <ul style="list-style-type: none"> • Monthly hits to internal security blog or website (such as Sharepoint) • Distribution of newsletters, posters, virtual backgrounds or fact sheets • Number of attendees for lunch-n-learns or guest speakers • Number of downloads for podcasts / webcasts • Number of posts on internal security channels (such as Yammer or Slack) * Participation in special events, such as a Security Scavenger Hunt
Policy Sign-Off / Acceptable Use Policy (AUP)	Ensuring employees have completed training, acknowledge they understand the training, and will adhere to the policies	Signature or sign-off of organization AUP	Part of annual review	Supervisor and/or Human Resources	From a compliance perspective, you may be required to document that employees not only receive training, but also acknowledge they understand and will follow the training.