



Mentor Source is a distinguished provider of turnkey, GSA, direct purchase eLearning to add to your LMS

Our content includes courses used by government employees and contractors to satisfy Project Management Professional aka, PMP, PDU requirements as well as FAC-P/PM continuing education points.

Our courses also include a Cybersecurity Awareness Series many take for Role Based Security Training (RBST) annual compliance training hours.

Mentor Source

Turnkey eLearning Catalog

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Cover Page

ASYNCHRONOUS VIRTUAL COURSES

Program Focus: Project Management continuing ed classes and Security Awareness

	Course Name	Competency Model Area Addressed FAC-P/PM
1	<p>Case Studies in Project Management Have you ever wondered how you can improve your project management processes or methodology within your organization? This course will review local as well as well know large projects from around the world. From it, you'll learn lessons on project management to consider for your project environment.</p>	1.1.5. Comprehend a general life-cycle model an agency may use to select concepts to meet user/mission requirements
2	<p>Defining Business Rules for Project Management In an environment devoid of clear rules or guidance on what business actions are allowed or not allowed, decisions would be made without consulting company policies and guidelines, potentially leading to complete chaos. This course discusses business rules for project management. Business rules are the conditions or constraints that define how the business operates and when developing project scope, should be analyzed alongside business requirements.</p>	<p>1.2.7. Determine requirements and assist in the planning for technology and business management</p> <p>2.2.7. Structure an effective requirements development and management process</p>
3	<p>Documenting Requirements with Use Cases This course provides project managers and business analysts with the skills to write project requirements with use case diagrams, use case descriptions and activity diagrams.</p>	1.1.4. Describe the requirements development process
4	<p>Gathering Project Requirements This course provides project managers, business analysts and project team members with the skills to elicit and analyze project requirements information from their users.</p>	1.1.4. Describe the requirements development process

5	<p>Leading Others Through Change</p> <p>Organizational shifts can bode either a positive or negative experience for those involved depending on how effectively they are led through the process. Change project leaders play a vital role in seeing that employees understand the benefits and new opportunities brought about by change. Leading Others Through Change recognizes that to affect a positive and productive experience, leaders must ACT - Activate the change, Create a Plan, and Transition the change. Using a 10-step process as its basis, this program takes participants through the three phases and identifies techniques for ensuring that the change is not only a success, but that it becomes a lasting part of the culture. They'll learn to manage resistance, garner commitment, and increase motivation for the change from start to finish, including how to evaluate efforts in order to steer the success of future change project initiatives.</p>	7.1.1. Recognize the basic role of the Program Manager; the qualities of leadership and management as they relate to the Program Manager;
6	<p>Managing Changing Project Requirements</p> <p>This course provides project managers and business analysts with the skills to manage changing project requirements requests during and after their project executions.</p>	1.1.9. Recognize the program manager's responsibility for managing program cost, schedule and performance to achieve program success
7	<p>Managing Small Projects</p> <p>First, this course will look at the big picture and the basic components of managing a project. Next comes a review of some industry guidance. While this course is aligned with the current version of the Project Management Body Of Knowledge, also known as the PMBOK Guide, our goal is to help with smaller projects, so we will also hit the highlights of the CompTIA Project+ framework.</p>	1.1.5. Comprehend a general life-cycle model
8	<p>Planning the Business Analysis Approach</p> <p>Planning for business analysis activities as part of the overall project can be a daunting task for the project team or business analyst if you have one. This event focuses on how to integrate the right BA activities into the overall project plan at the right time. We will review planning for effective stakeholder communications, requirements development and solution assessment and validation activities using common project management tools and techniques.</p>	2.2.7. Structure an effective requirements development and management process

9	<p>Systems Thinking: How to solve problems so they stay solved If your organization is plagued by nagging issues that affect its performance, it's time for a new approach. Systems thinking is a proactive problem-solving technique that examines the relationships between various organizational functions and how they impact each other. What makes systems thinking so powerful is that it enables your organization to predict the consequences of change, eliminate silo thinking, adjust perspectives to see different viewpoints, and remain focused on the big picture.</p>	7.1.2. Recall accepted methods how to lead/manage a project team to satisfactory achievement of project goals.
10	<p>Writing Project Requirements This training event will discuss tips and techniques to write well-formed requirements; essential technical writing skills; creating and using a style guide for requirements; understanding and applying structured language; and specifying requirements using a checklist.</p>	<p>1.2.7. Determine requirements and assist in the planning for technology and business management</p> <p>2.2.7. Structure an effective requirements development and management process</p>
11	<p>Backing Up Your Data Businesses collect and maintain records on paper and electronically that must be maintained. Having duplicate copies of your most important information saved at a remote location is critical not if but when something goes wrong with your computer systems. This course will provide sound backup strategies; describe best practices on how to protect backup media; and explain test procedures to ensure your data can be restored from backup media.</p>	Role Based Security Training (RBST) Security Awareness
12	<p>Breaking Down Cloud Security Proactively build security into your cloud architecture or reactively assess the security of your cloud</p> <p>Many organizations are moving to the cloud and they need to do so with their eyes wide open. Some organizations and IT administrators may fear the cloud, but we all use cloud services in some way. Our organizations want to take advantage of the financial and operational benefits of cloud computing, but not expose our organizations to undue risk. This presentation covers the topic of cloud security in a down-to-earth and practical way and provides realistic security measures you can put in practice right away.</p> <ul style="list-style-type: none"> • This class will review the current industry standard guidelines for cloud security • We will also review several popular Cloud Service Provider (CSP) security models and security controls. • No cloud security presentation would be complete without a brief introduction to software container security concepts. 	RBST

	<ul style="list-style-type: none"> • This workshop will review several examples of cloud security controls that provide virtual firewalling, server/service security, encryption. • We will also review a few of the popular cloud security certifications. 	
13	Building Your Cybersecurity Vocabulary Get started with cybersecurity by reviewing the vocabulary heard in the cybersecurity industry, as well as scenarios where those words, phrases, and acronyms are used.	RBST
14	Cybersecurity While Traveling Learn how to use your computer safely while on the road. Learn about cybersecurity threats you may encounter while traveling and the technology that can be used to help keep you safe.	RBST
15	Data Theft Protection With data theft at record highs, this course provides sound strategies to protect against digital data theft. Strategies are provided for email protection, securing files by default, and controlling files by design. Military grade protection is now available at the civilian level. Those solutions and more will be discussed in this program.	RBST
16	Electronic Commerce Security Do you know what goes on behind the scenes when you make a purchase over the internet? This course will help reduce the risk of falling victim to identity theft and help better understand electronic commerce security best practices.	RBST
17	Identifying Personally Identifiable Information (PII) This course discusses different sources for information about who we are, what we do, where we are, and with whom we are associated—and how we can protect that information from misuse or corruption. Those who complete this course will be familiar with techniques they can use to: differentiate between information that is considered “directory” versus “personal”; prevent undesirable sharing of information about physical location and status; identify efforts to obtain PII through social engineering or other common attacker activities; avoid unnecessary or superfluous capture of PII details; and interpret vendor privacy policy “fine print”	RBST

18	<p>Importance of Identity Protection</p> <p>We are in an entirely new world where information is a valuable commodity and we need to be uncharacteristically aware of everything around us. Even the most trivial of actions – or inactions - can have profound impact on our lives, if that ends up in the wrong hands. Being more aware of basic things we can do to protect ourselves is the first step to ensuring our own physical and logical safety. This course covers basic steps that everyone should take to keep their information safe. None of it is hard, but it is a new way of doing things. With diligence and practice, those things will become habits, just like locking the doors to your house or car.</p>	RBST
19	<p>Locking Down our Public Information</p> <p>OSINT (Open Source intelligence gathering) is a means by which attackers can leverage publicly available information to perform reconnaissance on an organization or individual. This course will teach people how to limit their exposure and reduce what attackers are able to discover about them and their company.</p>	RBST
20	<p>Malware Explained</p> <p>Malware (malicious software) poses a threat to anyone who uses a computer. Learn how to protect yourself from malware.</p>	RBST
21	<p>Mobile Device Security</p> <p>We can all learn to use technology more responsibly, one mobile device at a time. This course introduces those who use mobile devices as part of their everyday background—whether at work, study, or play— techniques for protecting those devices from being an attacker’s playground.</p>	RBST
22	<p>Pairing Physical and Digital Security</p> <p>Digital Security doesn’t guarantee security. With physical control of a device, information will be available with time regardless of the amount of encryption. This course will introduce physical and digital security, commonly found solutions, and how to integrate the ones that complement each other.</p>	RBST
23	<p>Phishing & Whaling</p> <p>Phishing is a very successful attack vector used by cyber criminals to cause harm to people and organizations. The average 10,000-employee company spends \$3.7 million dollars a year dealing with phishing attacks. A phishing attack is successful when an email message persuades a person to take an action or reveal information which should not be disclosed. Whaling is a popular attack tactic used by cyber criminals to steal money and cause harm to an organization. Whaling attacks have cost the world over \$3 billion dollars since 2013 according to the FBI. Students will learn how Phishing and whaling attacks are conducted, see example and learn how to identify them. Students will also learn what protections can be put in place to help defend against these attacks.</p>	RBST

24	<p>Protection and Destruction of Portable Data</p> <p>Our valued, portable data assets benefit from intentional scrutiny and governance guidelines about how they should be preserved, protected, and destroyed. This course is for anyone who has data assets that are not contained in a locked file cabinet or safe 24x7. Portable hard drives, smart devices, even hard copied documents all require a data management plan to preserve, protect and eventually destroy that data. This course will teach you how to put such a plan together.</p>	RBST
25	<p>Safer Digital Communications</p> <p>Recent headlines about Sony, Target, The Office of Personnel Management (OPM) security breaches make it clear that computer security is a very real and important issue. Dell Security Solutions have noted that 73% of organization globally have experienced a security breach in the past twelve months. Statistics like that would make us wonder how we could feel protected on the Internet. Taking control of how we use our desktops, laptops, tablets and smart phones by learning how to protect the loss of our most vital information including our personal information along with the valuable assets of the companies that we work for. This course is intended to teach important concepts of how to protect company assets and data by utilizing appropriate technology, approved procedures and becoming aware of risky behaviors.</p>	RBST
26	<p>Secure Browsing</p> <p>There are a finite amount of ways malicious software can infect your machine, one of which is via browsing to and downloading from compromised or otherwise malicious websites. This course is intended to teach more about the number one tool we use to access the web: Our browser. We will discuss browser choices, how to configure a browser for our security and privacy needs and how to spot malicious websites.</p>	RBST
27	<p>Secure Password Storage</p> <p>Humans are not designed to remember complex passwords for many different entities and in today's world this is what is required. Most of us have dozens of accounts for a multiple of websites, services and other systems we need to keep secure. This course will go into details on how professionals handle password management and introduce several tools to help.</p>	RBST
28	<p>Security by Geolocation</p> <p>Security is a lot stronger utilizing electrons as they are extremely hard to spoof, as opposed to other aspects such as cyber addresses, but it is definitely a complicated math problem ripe with errors. This course will help you understand how to locate wireless signal sources using something called spectrum geolocation techniques. This will allow users to trust and verify wireless signals, allow access by location, take wireless snapshots, etc.</p>	RBST
29	<p>Security for Cloud Services</p> <p>With more company's moving to cloud providers, it is extremely important to understand the risk associated with cloud services. This course will define what a cloud is and the different types of cloud service offerings; describe some of the risks associated with common</p>	RBST

	cloud-based applications such as Dropbox and Skype; and provide best practices on how to reduce the risks on cloud-based service offerings to an acceptable level.	
30	<p>Social Engineering</p> <p>Social Engineering has been the most insidious of all attacks, playing upon our desire to do our jobs and help others at the same time. "Phishing" via e-mail and phony websites and redirections, etc., are techniques use in this psychological attack. A clever social engineer can make a target trust him or her to such an extent that they casually reveal sensitive internal information. Some frighten or threaten victims for specific data. Others befriend the victim and just flat out ask for confidential information. It may not be a significant disclosure in and of itself, but the information gleaned by such manipulation can easily be aggregated to reveal valuable information about the victim and the organization where they work.</p> <p>Criminals use social engineering to manipulate victims so that they willingly give up some valuable and confidential information. Hackers exploit the weaknesses of our human psychology. Naturally, we try to be helpful, but the scammer will trick us into dangerous behaviors like giving up our bank account information or passwords our computers secretly. This course will teach participants about the different attack strategies and provide guidance on ways to keep yourself and your data secure.</p>	RBST
31	<p>Social Networking at Work</p> <p>Learn about the different types of social media and expectations of privacy, the risks of using social media, and how to protect yourself when using this technology.</p>	RBST
32	<p>The Internet of Things</p> <p>Get a basic understanding of the security and privacy implications of the Internet of Things, including devices such as robots, wearable tech, smart cars and drones.</p>	RBST