



**Name of the Program(s): - DIPLOMA OR ADVANCED DIPLOMA IN SECURITY OFFICERS MANAGEMENT, CERTIFIED SECURITY MANAGEMENT PROFESSIONAL (CSMP™).**

Are you interested in earning your Security Officers Management Diploma or Advance Diploma or Certified Security Management Professional (CSMP)™? Security Management Diploma Course is aimed at practicing security professionals who want to broaden their knowledge and skills in terms of security management and leadership from theoretical point of view and trainings. As a leading training provider we have identified the areas of knowledge that are most relevant to managing security, making this course the most relevant security course on the today's global market.



**SECURITY OFFICERS MANAGEMENT PROFESSIONAL TRAININGS**

**Training Hours: 60 hours or 80 hours.**

**Program Duration:** The concerned student of the respective Diploma/Advanced Diploma or Certification should have to be completed within minimum 6 months or 12 months long duration. 6 Months or 1 Year (Certifications). *Diploma in Security Officers Management programme is 6 months by distance learning and Advanced Diploma in Security Officers Management programme is 6-12 months by distance learning. The Certified Security Management Professional (CSMP™) is the global-leading accredited diploma in corporate security management (advanced concepts). The programme is 12 months by distance learning.*

**Admission Requirements:** A high school diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

**Other Requirements:** Generally, professional security officers are required to be at least 18 years old and have a clean criminal record. Some security firms have little to no minimum educational requirements and provide on-the-job training tailored to the position. However, most countries are now requiring security officers complete formal certification or formal training. Security officers must develop both excellent verbal and written communication skills. Officers are often called upon to communicate with the public and other law enforcement professionals in a variety of situations and must submit detailed reports regarding observations and incidents.

**Who should attend this course?** This security officers management course is for those who wish to embark on a career as a security officer or security manager or those who want to increase their knowledge in security management by enrolling with a quality assured training provider.

**Training Delivery:** The course duration will comprise 60 hours or 80 hours of self-study home based or lecture based delivery. The 60 hours or 80 hours will be delivered in 5 sessions online distance learning based on given course materials.

## Syllabus Outline

Serial No.	Syllabus component	Assignment TMA (Tutor Mark Assignment) or Case Study	Board Questions (OBS = Open Book System) Exam.	MCQ (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	<b>5 Parts will count 9 hours each</b> (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 15 hours = <b>Grand Total 60 Hours.</b> <b>OR</b> <b>5 Parts will count 9 hours each</b> (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 35 hours = <b>Grand Total 80 Hours.</b>	<b>45</b>	<b>35</b>	<b>20</b>
<b>1</b>	<b>Effective Security Management Professional</b>	<i>60 Hours (Time) or 80 Hours (Time)</i>		

		45	35	20
	<p><b><u>PART 1: General Security Management</u></b></p> <p>General Principles of Organization  Organization Principles  Where Security Fits in the Organizational Structure  The Difference between Corporate and Company Security</p> <p><b>Organizational Structure</b>  The Informal Organization  Additional Organizational Structure</p> <p><b>Security's Role in the Organization</b>  The Protective Service Role</p> <p><b>The Security Director's Role</b>  The Security Director...  The New Security Director</p> <p><b>The Security Supervisor's Role</b>  The Supervisor as an Inspector  Supervisory Authority  The Supervisor as the "In-Between" Person  The Supervisor's Span of Control  Supervisory Training</p> <p><b>The Individual Security Employee</b>  Standards of Conduct</p> <p><b>Ethics and Conflicts of Interest</b>  Deciding between Right and Wrong: Listening to Our Inner Voice  The Need for Ethics-Based Policies  Higher Standard of Expectations  Establishing a Business Ethics Policy  Train Employees to Your Expectations  Reporting Potential Unethical Conduct  Deciding Ethical Dilemmas  Identifying and Reporting Potential Conflicts of Interest</p> <p><b><u>PART 2: Security Personnel Management</u></b></p> <p><b>Hiring Security Personnel</b>  Hiring</p>			

<p><b>Job Descriptions</b>  Accuracy and Completeness in Describing the Job  Matching Applicant to the Job  Employee's Understanding of the Job  Matching Training to Job Description  Performance Evaluations Based on Job Descriptions  Job Descriptions are Current  Composition of the Job Description</p> <p><b>Training</b>  Shortcomings of Typical "Training"  Circumvention of the Training Program  Training Defined  POP Formula: Policy, Objective, Procedure  Training as Ongoing Responsibility  Types of Security Training Programs  Security Manual</p> <p><b>Discipline</b>  The Supervisor's Role in Discipline  Disciplinary Problems Arising from Misunderstood  Assignments  Basic Rules of the Disciplinary Process  Progressive Discipline  Self-Discipline</p> <p><b>Motivation and Morale</b>  Theory X and Theory Y  Organizational Behavior  Give Your People the Opportunity to Fail  Motivators  Demotivators</p> <p><b>Promotions</b>  Identifying Promotional Candidates  Selection of the Right Candidate  Following the Selection  Promotion from Within  Vertical Promotion Outside the Department  Advantages of Multiple Layers  Temporary Promotions  Retreating</p> <p><b>Communication</b>  Types of Communication  About Listening</p> <p><b><u>PART 3 Operational Management</u></b></p> <p><b>Planning and Budgeting</b>  What is a Budget? 151 Why Do We Have a Budget? 152  When is a Budget Prepared? 153 Who Participates in the</p>			
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<p>Budgeting Process? 154 Top-Down and Bottom-Up Process 154 How is a Budget Prepared? 156</p> <p><b>Program Management</b> The Security Inspection Process 165, Who Conducts the Inspection? 168, Assessment of Risks and Countermeasures 170, Inspecting for Compliance with Procedures 174</p> <p><b>Risk</b> Risk Defined 179, Risk Management Programs and the Security Professional's Role 179, Contents ix Risk Program Components 180</p> <p><b>International Security Standards</b> Introduction 205, What is a Standard? 205, International Standards Organization 205, International Security Standards 206, European Standardization Organizations 208 x Contents National Standards Bodies 208</p> <p><b>Office Administration</b> Description of Functions 215, The Office Environment 221</p> <p><b>Written Policies and Procedures</b> Historical Evolution 223, Policy 224, Benefits 225, Consistency in Performance 225, Reduction of Decision-Making Time 225, Enhancement of Controls 225, Provision for Objective Performance Evaluation 226, Compliance 226, Combining Policies and Procedures 227, Section 11.06 Investigative and Security Interviews 228, Definitions 228, Procedures 228, Free-Standing Policies 229, Importance of the Written Policy 229, Policies, Procedures, and the Security Manual 230, Format and Mechanics 230, Post Orders 230</p> <p><b>Computers and Effective Security Management</b> Introduction 235, PC Hardware 235, Networks 238, PC Software 239, Specialized Management Programs 245, Artificial Intelligence 247, Multimedia 247, Risks of Using PCs 248</p> <p><b>Statistics as a Security Management Tool</b> Introduction 251, Planning for Future Security Needs 251, Internal Statistical Analysis 256, External Statistical Analysis 258, Methodology 259, Information for Risk Analysis 261, Return on Investment 262</p> <p style="text-align: center;"><b><u>PART 4 Public Relations</u></b></p> <p><b>Selling Security within the Organization</b> How to Sell Security 273</p>			
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	<p><b>Relationship with Law Enforcement</b> Services of the Public Sector 282, Services of the Private Sector 286</p> <p><b>Relationship with the Industry</b> Effective Relationship Categories 292, Participation 294</p> <p><b>Community Relations</b> Introduction 299, Company Outlook and Participation 299, Company Image 299, Company Support 300, Security Networking 300, Public Speaking 301, Print Media Interviews 302, Radio Interviews and Appearances on Television 302, General Public Contact 304</p> <p style="text-align: center;"><b><u>PART 5 Mismanagement</u></b></p> <p><b>Jackass Management Traits</b> 307 The Manager Who Seeks to Be “Liked” Rather Than Respected 310 The Manager Who Ignores the Opinions and Advice of Subordinates 310 The Manager Who Fails to Delegate Properly 311 The Manager Who Ignores the Training and Developmental Needs of Subordinates 312 The Manager Who Insists on Doing Everything “The Company Way” 313 The Manager Who Fails to Give Credit When Credit is Due 314 The Manager Who Treats Subordinates as Subordinates 315 The Manager Who Ignores Employees’ Complaints 315 The Manager Who Does Not Keep People Informed 316 The Manager Who Holds His or Her Assistant Back 318 The Manager Who Views the Disciplinary Process as a Punitive Action 319 The Manager Who Avoids Making Decisions 321 The Manager Who Embarrasses Subordinates in the Presence of Others 338 The Manager Who Follows “Double Standards” in the Organization 339 The Manager Who is a Religious or Racial Bigot 340</p> <p><b>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</b></p> <ul style="list-style-type: none"> <li>a) Effective Security Management Officers Certification Test MCQ Questions answer practicing</li> <li>b) Effective Security Management Officers Test Board Questions/TMA (Tutor Mark Assignment)</li> <li>c) Effective Security Management Officers Case Studies</li> </ul> <p><b>Exercises and projects</b></p>			

	<b>Project/Thesis/Case Studies</b>			
	<p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Advanced Diploma.</p> <ul style="list-style-type: none"> <li>• In case Project/Thesis, respective students should submit 35 to 45 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i></li> <li>• In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i></li> </ul>			
	<p><b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE PROJECT MANAGEMENT PROFESSIONAL CERTIFICATIONS = 5 Parts will count 9 hours each</b> (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 15 hours = <b>Grand Total 60 Hours. OR</b></p> <p><b>5 Parts will count 9 hours each</b> (5 Parts x 9 hours = 45 hours total) + Project Exercises Minimum 35 hours = <b>Grand Total 80 Hours.</b></p> <p><b>The concerned student of the respective Diploma/Advanced Diploma or Certification should have to be completed within minimum 6 months or 12 months long duration.</b></p>			

**WHAT IS SECURITY MANAGEMENT?** A simple way to think of security officers management is a process of limiting security risks to a corporation or institution. For example, a security manager leads employees and teams that identify potential threats from online before developing a strategy to limit the risks and protect data, people, and locations. Businesses may use a variety of tools to protect customer information and their company details, which range from periodic evaluations of policies to the use of security technology to prevent hacking and related threats.

### **WHAT DO SECURITY MANAGERS DO?**

Security Managers direct an organization's security functions, including physical security and safety of employees, facilities, and assets. They also create or implement security standards, policies, and procedures. Other tasks include: Identify, investigate, or resolve security breaches. Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures. Monitor and ensure a sound, ethical environment. Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on



company property. Develop, implement, manage, or evaluate policies and methods to protect personnel against harassment, threats, or violence. Develop, conduct, support, or assist in governmental reviews, internal corporate evaluations, or assessments of the overall effectiveness of facility and personnel security processes etc.

## **COURSE MATERIAL**

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## **EXAMINATION**

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## **CASE STUDY METHOD & STUDY MATERIAL:**

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.



GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

## **BENEFITS AND FETURES:**

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

### ***GEPEA (Global Educational & Professional Excellence Academy)***

*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*