

## Training and Preparing IH&R Personnel Checklist

An IR team must always be thoroughly trained and fully ready to implement an effective IR plan to protect an organization's assets and data from all incidents. Below is a checklist on how an organization can help the IH&R team be ready by ensuring the following:

Train and Prepare the IH&R Team	
<input type="checkbox"/>	Provide the team with appropriate technical references such as books, articles, magazines, whitepapers, and other technical references to improve the team's technical knowledge of the subject
<input type="checkbox"/>	Prepare a training budget to maintain, enhance, and increase proficiency in technical areas and security disciplines
<input type="checkbox"/>	Rotate team members through incident response team tasks to build confidence in various roles
<input type="checkbox"/>	Maintain sufficient overall staff so that the team members have uninterrupted work time
<input type="checkbox"/>	Develop a mentoring program so that senior technical staff members can train less experienced staff
<input type="checkbox"/>	Hire external subject matter experts for training on requirement
<input type="checkbox"/>	Develop various scenarios on incident handling and conduct roundtable discussions on responses
<input type="checkbox"/>	Conduct incident handling mock drills and practice sessions to make the teams familiar with the process
<input type="checkbox"/>	Train with additional skills to the team, such as teamwork, communication, aptitude, effective speaking, and effective writing to help team members explain scenarios to other non-technical authorities and work groups
<input type="checkbox"/>	Maintain required staffing so that team members can take time off