

To: [Executive Name/Board of Directors]

From: [Your Name/Legal Counsel]

Date: [Insert Date]

Subject: Advisory: Strategy for Employee Trade Secret Awareness Training

Dear [Recipient Name],

This advisory outlines the recommended strategy for implementing a comprehensive Trade Secret Awareness Training program to safeguard our organization's intellectual property and competitive advantage.

1. Objectives

- Define what constitutes a trade secret within the company.
- Ensure employees understand their legal obligations under Non-Disclosure Agreements (NDAs).
- Mitigate the risk of accidental or intentional misappropriation.
- Establish a "culture of confidentiality" across all departments.

2. Target Audience Segmentation

- **General Staff:** Basic handling of confidential information and physical security protocols.
- **R&D and Engineering:** Protection of technical specs, formulas, and unpatented inventions.
- **Sales and Marketing:** Protection of customer lists, pricing strategies, and upcoming campaigns.
- **Executive Leadership:** Strategic roadmaps and M&A activity security.

3. Key Curriculum Components

- **Identification:** How to recognize "Confidential" vs. "Public" data.
- **Physical & Digital Security:** Clean desk policies, password hygiene, and secure file sharing.
- **External Interactions:** Guidelines for social media, trade shows, and vendor meetings.
- **Exit Procedures:** Reminders of continuing obligations during and after offboarding.

4. Delivery and Frequency

- **Onboarding:** Mandatory module for all new hires before accessing company systems.
- **Annual Refresher:** Mandatory yearly certification for all active employees.
- **Ad-hoc Briefings:** Specific sessions before major product launches or high-stakes negotiations.

5. Compliance and Documentation

To support legal "reasonable efforts" requirements in the event of litigation, the company will maintain logs of training completion, signed acknowledgment forms, and updated policy manuals.

Please review these recommendations so we may begin the development of the training materials.

Sincerely,

[Your Signature]

[Your Title]