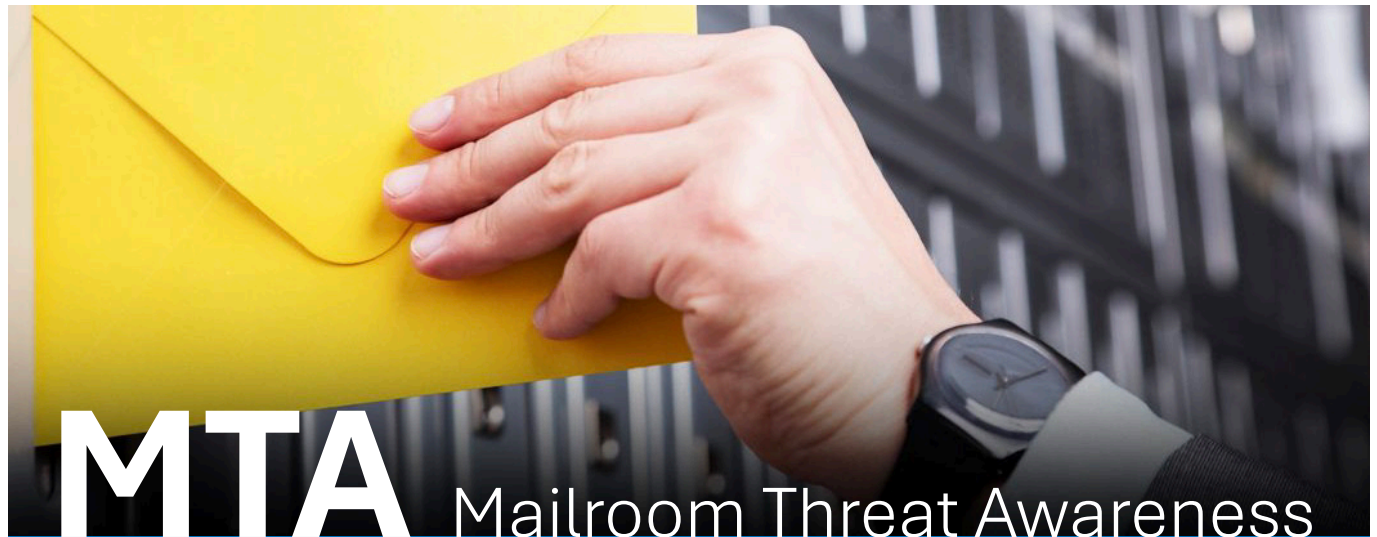


# A Common Sense Approach to Effective Mailroom Threat Awareness

The threat of a serious incident in a company's mailroom is ever present and the motivations of organisations or individuals who send letter bombs or suspicious mail are many and varied. If an unusual letter or package received at your establishment is identified as being suspicious, it is essential that your staff know how to react. They must understand the potential dangers of hidden devices, the different types of devices they may come across and how to handle a threat situation correctly, if one arises.



## A common sense approach to effective training

MTA is an interactive online, multimedia training programme that fulfils your mailroom security training needs. Using a combination of photographic images, video, audio and text to increase the postal security awareness of personnel in the workplace, MTA promotes understanding of the threat posed by postal devices and provides essential procedures so that your staff can cope efficiently with threats.

Modules include: Historical and recent events, Device types and the consequences of not correctly identifying them, Basic mail sorting and General Health and Safety procedures in the mailroom.

Following this training, actions undertaken by your staff could potentially save lives and any costly damage to property.

## Partnering with the experts

Long and expensive training periods can result in frustration when it's found that the prospective employee just isn't right for the job at hand, especially when that the job is life critical.

Developed Quadratica UK, and employing the very latest thinking in Computer Based Training (CBT) technology, MTA ensures that your security officers, mailroom supervisors and staff, facility managers, office and building service managers, receptionists, secretaries and all personnel who normally handle postal mail, are able to detect suspicious or dangerous items and effectively deal with a dangerous situation to prevent undue panic and injury.

# Reducing costs

Our Mailroom Threat Awareness course covers essential information for employees likely to encounter a suspicious package in a company's mailroom.

The MTA course is an interactive online, multimedia training programme. By using a combination of photographic images, video and audio, it outlines the threat posed by postal devices and essential procedures for staff to cope with any threats.

By applying common sense and working calmly and methodically through course modules, personnel are able to detect suspicious or dangerous items and effectively deal with any dangerous situation to prevent undue panic and injury. Modules include:

- Recent Incidents in Mailroom Threat Devices
- Types of Devices / Consequences of Misidentification
- Basic Mail Sorting
- General Health and Safety procedures in the mail room

Upon completion of a formal assessment, each student will receive a certificate denoting completion of the Mailroom course to an acceptable standard. This will be available to them personally and to the account administrator.

## MTA course overview

**Lesson 1:** Aims & Objectives

**Lesson 2:** Introduction to the Threat

**Lesson 3:** Types of Devices

**Lesson 4:** Correct Handling

**Lesson 5:** Step by Step Procedures

**Lesson 6:** Course Review

## The Learning Academy

### Do you want the best training possible?

The Learning Academy provide the best on-line training systems in the world. Our track record is second to none and with over 18 years of experience, the Learning Academy Team know what they're talking about. We have proven our systems are the best in market sectors such as aviation, major events and justice environments where failure is not an option.

### Why do we do it?

It's simple. The team at The Learning Academy want to provide the best possible training, combined with excellent customer service. We know that being a provider of the best products and services will lead to a mutually beneficial relationship... and this is what drives us.

### How do we do it?

We provide products that are second-to-none and we deliver proven technology to satisfy our customers' rigorous requirements. Our products are the best, the easiest to use, the most productive, offer the best functionality and are delivered ultimately in the most economic format with which our customers can train users resulting in the best possible outcomes.