Safer Authentication: Password Usage Training Framework

Audience: Nonprofit/advocacy staff, mixed tech levels **Format:** In-person or virtual, 8–25 participants **Duration:** 90 min (or two 45-min sessions) **Facilitator needs:** 1Password account + browser extension ready; basic 2FA familiarity **Materials:** Slide deck + participant handout (provided)	**Participants will be able to:** • Explain why passwords alone don’t protect accounts • Set up and use 1Password for daily work • Enable 2FA on their highest-priority accounts • Identify their top 5 accounts and concrete next steps • Describe what passkeys are and where to enable them

Session Flow

# / Time	Module	Key Content + Notes
1 10 min	**Why This Matters**	Opening hook: show of hands on password reuse -- normalize it Core problem: credential reuse & phishing, not sophisticated hacking Key stat: compromised credentials in ~40% of breaches (Verizon DBIR 2024)
2 25 min	**Password Managers: 1Password**	Concepts: master password, Secret Key, Emergency Kit, vaults (5 min) Live demo: interface tour, save & generate, autofill, 2FA setup, shared vaults (15 min) Q&A (5 min): prep answer for “What if 1Password gets hacked?” Have extension installed before the session. Autofill demo doubles as phishing protection explainer.

3 20 min	**Two-Factor Authentication**	2FA method ranking: hardware key → authenticator app → 1Password TOTP → SMS Priority order: email → financial → cloud storage → CRM → social media Worksheet: participants identify their top 5 accounts (5 min)
4 10 min	**Introduction to Passkeys**	What passkeys are, why they're better (no password to steal, phishing-resistant) Where they work today: Google, Apple, Microsoft, GitHub, PayPal
5 25 min	**Action Plan + Wrap-Up**	Walk through 3-column plan: This Week / Next 30 Days / Ongoing Individual reflection: one commitment in next 48 hours (write it down) Three takeaways, resources, Q&A

Facilitation Principles

Lead with care, not fear: capability over anxiety; overwhelm creates paralysis **Normalize the starting point:** reused passwords are the norm, not a failure **Prioritize action:** better to leave having done one thing than understood everything	**Don't let perfect block good:** SMS 2FA beats no 2FA; progress over perfection **Right-size to the group:** tailor examples to their platforms; pair early adopters with neighbors **Optional extension (30 min):** hands-on 1Password install for groups under 15 with a co-facilitator