



( 5 Days Training Course )

# Business Continuity Management

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## Why Attend

This course provides participants with concrete solutions, strategies and insights into the delivery of an effective Business Continuity Management System (BCMS)

Using tested processes and procedures, participants will analyze the risks and impacts to business operations that threats might cause. A framework for building organizational resilience will be provided to deliver an effective response for safeguarding the interests of key stakeholders, reputation, brand, and value-creating activities.

## Course Methodology :

This course will be highly interactive and include group discussions, videos, case studies and syndicate work.

BIA and BCP Plan Templates will be applied during the course and given for use after the course. Supporting information, such as the Main Events List (MEL) for Exercise planning and BC Steering Committee – Terms of Reference (ToR) will also be made available.

It includes specific templates for carrying-out a Business Impact Analysis (BIA), completion of a Business Continuity Plan (BCP) and completion of a Business Continuity (BC) Exercise that participants will be able to take away for use in their own organizations.

## Course Objectives

**By the end of the course, participants will be able to:**

Identify components and best practices of a successful BCM Program, specifically its policy, strategy and supporting tools

Understand the components for an effective Business Impact Analysis (BIA) that is able to meet strategic, tactical and operational requirements of an organization

Develop a Business Continuity Plan (BCP) and delivery of a Business Continuity (BC) exercise

Develop requirements for an auditable Business Continuity Management System (BCMS)

## Target Audience

Business Continuity, Quality, Audit and IT professionals such as Business Continuity Manager (BCM), Business Continuity Coordinator (BCC), Crisis Manager (CM), IT Disaster Recovery (DR) Manager or anyone with the responsibility for, or involvement with Business Continuity Plans (BCP) and/or Technology and Auditing of Disaster Recovery Plans.

## Course Outline

### **Business Continuity Management (BCM) and Organizational Resilience**

How does Business Continuity provide value to an organization?  
Definition and ingredients of organizational resilience

### **BCM Program, Policy, Strategy and Tools**

Implementing a BCM program, and its leadership  
The BC Policy requirements  
The BC strategy – how and depth?  
Contingency and standby  
Understanding stakeholders  
Legislations, regulations and standards

### **Embedding Business Continuity**

Training needs analysis, skills and competency framework  
Why do we need a Competency Framework?  
Developing a Competency Framework

### **Business Impact Analysis (BIA)**

Types of BIA  
strategic  
tactical  
operational  
Implementation methods for BIA and Risk Assessment (RA)

### **Developing and implementing a Business Continuity Plan (BCP)**

Ownership and plan structure  
Roles and responsibilities of BC Champion and Team Leaders

### **Delivering a Business Continuity Exercise**

Types of testing/exercising  
Key components for delivery of an auditable exercise

### **Maintenance of the BCMS**

What is the function of an audit?  
BCM Steering Committee and Terms of Reference (ToR's)  
Overriding management review and continuous improvement