



Licensed Provider

# BC Training<sup>LTD</sup>

Introduction to Business Continuity

Management (BCM)

Two Day Training Course

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# Introduction to Business Continuity

## Management (BCM)

### Course Description

This course is a basic introduction to the world of Business Continuity (BC). It is designed as a first step for newcomers to the subject of BC and for those whom BC may be part of their role or responsibilities who need to have a good understanding of the subject.

It provides the new practitioner with the basic knowledge and understanding of the building blocks required for developing or maintaining a robust Business Continuity Management program and gives those individuals with a BC related role or responsibility a comprehensive overview of the discipline.

This course covers all six elements of the BCM Lifecycle and is based on global good practice as described in the Business Continuity Institute's Good Practice Guidelines and the international standard for Business Continuity ISO 22301. It is not preparation for the Certification of the BCI Examination.

### Course Objectives

- Understand what business continuity is and how it adds value to organisations.
- Understand how to develop a business continuity policy and programme.
- Understand how to conduct your own business impact analysis.
- Understand how to develop recovery strategies and tactics.
- Understand how to develop effective business continuity plans.
- Understand how to validate and improve their plans through exercise, maintenance and review.
- Understand how to embed business continuity awareness within your organisation.

### Who Should Attend?

- Business continuity and resilience newcomers looking for a solid foundation to their learning in the subject of business continuity.
- Individuals with a full time or part time role or responsibility that requires an understanding of business continuity.
- Individuals not yet ready to take the Certificate of the BCI (CBCI) examination.

### Course Delivery

This BCI training course is delivered as a two day, classroom based course by an approved BCI tutor. During this course delegates will be using a case study and taking part in group discussions and activities.

### Essential Study Material

Delegates will require a copy of the Good Practice Guidelines 2018 for this course. Pre-reading prior to attending the course is advisable. This can be purchased from the BC Training website.

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### Course Programme

#### Day 1

0900 0925	Introduction
0925 1030	What is Business Continuity
1030 1045	Break
1045 1115	The benefits of business continuity
1115 1230	PP1: Policy & Programme Management
1230 1330	Lunch
1330 1430	PP1: Policy & Programme Management
1430 1500	PP3: Analysis
1500 1515	Break
1515 1700	PP3: Analysis

#### Day 2

0900 0910	Review of day one
0910 1030	PP4: Design
1030 1045	Break
1045 1115	PP4: Design
1115 1230	PP5: Implementation
1230 1330	Lunch
1330 1500	PP6: Validation
1500 1515	Break
1515 1600	PP6: Validation
1600 1700	PP2: Embedding Business Continuity Management

*Please note these timings are indicative and exact timings may vary due to delegate interest and experience in certain topics.*

### Certificate of Attendance

A certificate of attendance will be issued to delegates following the completion of the course.

### Continuous Professional Development (CPD)

Completing this course will contribute 16 hours towards your Continuous Professional Development.

### Course Cost

The cost of this two day training course is £1050 plus VAT.

Course materials are provided on the course.



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### FAQs

- **What are the timings of my training course?**

Your course will start at 9am. Courses are scheduled to finish at 5.00pm, however, timings are indicative and exact timings may vary due to student experience and their interest in certain topics.

- **Will lunch and refreshments be provided?**

Yes. There will be two 15 minute breaks where tea and coffee will be provided. A hot meal will be provided at lunchtime. There is always a choice of food, however if you have specific dietary requirements please let us know.

- **Is accommodation included?**

No. Our courses are non-residential, however we can help with local recommendations.

- **What do I need to bring?**

You will need a copy of the Good Practice Guidelines 2018. Everything else you will require will be provided on the day. You will also be provided with a folder containing the course materials which you can take away with you at the end of the course.

If you have further questions or would like an official quotation please contact a member of the BC Training Team:

### Contact Details

Business Continuity Training Ltd  
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