BCTraining LTD

Live Online Introduction to Business Continuity

Two Day Training Course

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, live online course by an approved BCI tutor. During the course, delegates will be able to ask the tutor any questions and there will be designated question and answer sections. Scheduled breaks will be provided within each session.

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.

Course Modules

- What is Business Continuity
- The benefits of business continuity - This session aims to provide delegates with an understanding of how business continuity adds value to organisations
- PP1: Policy & Programme Management - This session aims to provide delegates with the knowledge to develop a business continuity policy
- PP2: Embedding Business Continuity Management
- PP3: Analysis - This session aims to provide delegates with the knowledge and skills to conduct their own business impact analysis
- PP4: Design - This session aims to provide delegates with the knowledge and skills to develop recovery strategies and tactics
- PP5: Implementation - This session aims to provide delegates with the knowledge to develop effective business continuity plans
- PP6: Validation - This session aims to provide delegates with the knowledge and skills to validate and improve their plans through exercise, maintenance and review

Certificate of Attendance

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

Course Cost

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

Course slides are provided.

FAQs

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

The timings for the sessions each day are 9.30-12.30 and 13.30-16.30. Scheduled breaks will also be provided within each session. Timings are indicative and exact timings may vary due to student experience and their interest in certain topics. The course may finish earlier if all topics have been covered.

- **What do I need for the course?**

You will need a copy of the Good Practice Guidelines 2018. You will also be provided with a copy of the course slides.

www.b-c-training.com

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

Contact Details

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