



BC Training^{LTD}

Live Online Loggist Training
3 Hours

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Live Online Loggist Training

Course Overview

Logging incident information and decisions is an essential part of incident management and is required at all levels within an organisation. This training will give you and the staff within your organisation the essential skills required to record decisions and actions which, in turn, will help you prove that during an incident you conducted your role to the best of your ability.

Details and Programme

Two years after an incident you may well find yourself in court having to justify your actions, communications and decisions. Can you remember all that time ago, why you made a decision and what information you had at the time?

To ensure that you are personally protected as well as your organisation, personal logging of all information during an incident is essential. Furthermore, logging all actions will ensure you are able to defend all of the decisions that were made during a crisis, this can be used for defence in court should legal action be taken against you or your organisation.

Syllabus

- Why do we log and what are the consequences of not logging information?
- The loggist role
- The logging process and what information to record
- Logging in different situations including individual logging, logging for senior managers and logging meetings
- Recording decisions and 'defensible decision making'
- Logging information electronically; how does this differ from paper logging?
- Post incident actions to secure information

Skills taught and developed through the course will be rehearsed through interactive activities.

Who Should Attend?

The training is aimed at anyone who has a role in responding to an incident and is a member of an incident management team. It is not just aimed at administration staff, although it is important that they attend. The training is aimed at senior managers who may have to justify their decision making, advisors or specialists who may have to justify the advice they have given, and for more junior staff who may have to account for their actions.

If you are involved in incident management, you should attend this course!

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Course Presenter

The course will be delivered by one of BC Training's tutors, who is experienced in incident management.

Duration and Cost

The training will take 3 hours and the cost of this course is £200 per delegate.

If you would like this training delivered for your organisation only, the cost of the training is £1950 for up to 15 delegates.

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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