BCI Introduction to Business Continuity (Live Online)

1 Day   **£525.00 + VAT**
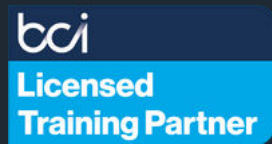
Details

Course Description

This BCI Introduction to Business Continuity course is designed as a first step for newcomers to the subject of business continuity (BC), those wanting to start a career in business continuity, and for those whom business continuity may be a part of their role or responsibilities who need to have a good understanding of the subject.

This course provides delegates with the basic knowledge and understanding of the building blocks required for developing or maintaining a business continuity management (BCM) programme.

This one day course comes complete with course slides and a workbook that contains exercises to be completed throughout the course. The course is based on the Good Practice Guidelines Edition 7.0 and reflects current International Standards in business continuity.

Course Modules

Module 1 – Introduction   ↓

This module aims to provide delegates with an understanding of the term business continuity, together with an introduction to the business continuity management system (BCMS).

By the end of this module, you will be able to:

- Define what is meant by the term business continuity.
- State the six elements that are the building blocks of the BCMS.
- Describe how the six elements are interwoven to deliver a BCMS.

Module 2 – Establishing a BCMS   ↓

This module explores the BCMS as described in the GPG Edition 7.0.

By the end of this module, you will be able to:

- Examine key activities needed to establish and maintain a BCMS.
- Explain how the scope of the BCMS should be defined.
- Describe the purpose of a business continuity policy.
- Understand the role and features of effective governance.

Module 3 – Embracing BC   ↓

This module looks at how to embrace business continuity into your organisation.

By the end of this module, you will be able to:

- Examine the importance and understanding of organisational culture.
- Establish the benefits and outcomes of embracing business continuity.

Module 4 – Analysis ↓

This module describes how Analysis contains two techniques used for analysing the BC requirements.

By the end of this module, you will be able to:

- Describe the importance and role of the business impact analysis (BIA).
- Explain the different types of BIA and methods for undertaking a BIA.
- Examine risk assessment(s) in the context of the BCMS.

Module 5 – Solutions Design ↓

This module explores how the Solutions Design identifies strategies, solutions and capabilities to mitigate unacceptable risks and single points of failure.

By the end of this module, you will be able to:

- Identify ways to determine solutions and strategies appropriate to the RTOs you identified in your BIA.

Module 6 – Enabling Solutions ↓

This module looks at how to develop your incident response and business continuity plans.

By the end of this module, you will be able to:

- Explain how a response structure is established.
- Explain the characteristics of strategic, tactical and operational BC plans.
- Identify what makes an effective business continuity plan (BCP).

Module 7 – Validation ↓

This module looks at how validation ensures the findings of the analysis are proportionately and reasonably reflected within BC Solutions Design and that the implemented solutions, in combination with the response structure and BC plans, work according to the agreed specifications and are commensurate with the size, complexity, and type of organisation.

By the end of this module, you will be able to:

- Examine the key elements of validation.
- Identify why we need to test our business continuity plan (BCP).

Module 8 - Bringing It All Together ↓

This module covers a review of the course.

Course Benefits

By the end of this course, delegates will be able to:

- Explain the key elements of Establishing a Business Continuity Management System (BCMS).
- Examine the importance of organisational culture and the benefits of Embracing BC.
- Describe the three types of business impact analysis (BIA) and risk assessment (RA).
- Explain the purpose of business continuity Solutions Design.
- Examine key elements of Enabling Solutions and implement the principles of BC plans.
- Explain Validation by reviewing the exercising, maintenance and review phases.

Completing this course will contribute towards your BCI Continuing Professional Development (CPD).

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.

Course Delivery

This BCI training course is delivered as a one day, live online training course by an approved BCI tutor. Scheduled breaks will be provided throughout the training. During the course, delegates will be able to use their microphones to take part in discussions and ask the tutor any questions, there is also the option to use a webcam too. Interactivity features used during the training may include the use of breakout sessions for group work, polls and quizzes. The course is delivered via GoToTraining.

Required Reading

Delegates will require a copy of the Good Practice Guidelines Edition 7.0 for this course. A free watermarked non-printable electronic copy is included with the course. Hard copies (£90.00 + P&P) are also available to purchase via our website. Pre-reading prior to attending the course is advisable.

Certificate of Attendance

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

Course Cost

The cost of this one day training course is £525.00 + VAT.

Private Training

If you would like this training course delivered privately for your organisation, either live online or in person, please contact the BC Training team for a proposal.

FAQs

What are the timings of my training course?

The timings for this training are 9am-4pm UK time and scheduled breaks will be provided. 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 be provided with a free watermarked non-printable electronic copy of the Good Practice Guidelines Edition 7.0, as well as an electronic copy of the course materials.

Testimonials

> "I find it slightly amazing how well structured the session was & how Gillian [Logie] managed to get everything covered in time. There was an appropriate mix of lecture, discussion and group activity. I will be recommending the course to my colleagues."

Wendy Marley
NHS North of England

★★★★★

> "The way that James [McAlister] managed to deliver such a volume of information in a short time via remote training was superb."

David Wilson
Schoeller Allibert

★★★★★

"Gillian [Logie] was great and other delegates were very engaging which made the whole training package enjoyable and informative. The use of Kahoot was a fun way to quiz knowledge and engage as a group with some friendly rivalry!"

Ashley Field
Surrey County Council

★★★★★

Why use BC Training?

| Up to Date Industry Knowledge | Quality of Training | Tutor Experience | Variety of Course Styles |

Contact Us

Our friendly team are here to help!
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Friday: 8:00am – 4:00pm
(UK time)

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