



Incident Management Support Training (Classroom or Live Online)

1 Day

£4,950.00 + VAT



 +44 (0) 1253 542 650



 info@b-c-training.co.uk

 www.b-c-training.com

 BC Training Ltd, 21 Fairhaven Road, Lytham St Annes, Lancashire, FY8 1NN, UK

Details

In-House Training

Course Description

BC Training believe that well-trained administration people are an essential part of the incident room staff. This Incident Management Support Training course will give administration staff the skills and confidence to perform their role effectively.

Administration staff play a crucial role in the incident room, in order to make sure it is running efficiently and that staff are able to respond and manage an incident. They are involved in a number of tasks, including the initial set up of the room, logging information and decisions, managing information, facilitating communications and may also be responsible for catering.

Course Modules

Role of the administration person

Setting up the incident room and incident room facilities

Managing information and use of incident boards

Logging information and defensible decision making

Communication skills and managing and facilitating team communications

Adding value to incident management

Pre-incident and post incident tasks

Course Benefits

Provides administration staff with the skills and confidence to perform their role effectively.

Who Should Attend?

Those who have been designated an admin role in their plan and must provide administrative support to the incident management team at strategic, tactical and operational level.

Course Delivery

The Incident Management Support Training is a one day course and up to 12 students can attend one course.

During the live online version of 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.

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 course is £4,950.00 + VAT, plus tutor expenses if delivered in person. Bespoke work may incur additional costs.

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!
Please use the contact information below to get in touch.



Telephone

+44 (0) 1253 542 650



Email

info@b-c-training.co.uk



Head Office Address

BC Training Ltd
21 Fairhaven Road
Lytham St Annes
Lancashire
FY8 1NN
United Kingdom



Live Chat

www.b-c-training.com



Opening Hours

Monday to Thursday: 8:00am – 4:30pm
Friday: 8:00am – 4:00pm
(UK time)

Stay up to date with BC Training on social media or scan the QR code to sign up to our newsletter.

