

bc<sup>i</sup>

Licensed  
Training Partner

# BC Training<sup>LTD</sup>

Live Online BCI Introduction to  
Business Continuity  
One Day Training Course

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**Head Office Address**

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# Live Online BCI Introduction to Business Continuity

## 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 BCI Introduction to Business Continuity course provides you 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 2018 and reflects current International Standards in business continuity.

## Course Objectives

- Explain the key elements of Policy & Programme Management (objectives, scope, governance, roles and responsibilities)
- Describe the challenges of embedding business continuity and methods to raise awareness
- Describe the four types of BIA and risk and threat assessments
- Explain the five types of design solutions and strategies
- Discuss how the agreed solutions can be implemented and documented in business continuity plans
- State the five types of exercises used to validate business continuity plans

## 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 within each session. 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.

## 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. A copy of the GPG 2018 can be purchased via our shop.

# Live Online BCI Introduction to Business Continuity

## 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 Modules

- Module 1 - What is business continuity?
- Module 2 - An overview of the business continuity management lifecycle
- Module 3 - Policy and Programme Management
- Module 4 - Embedding
- Module 5 - Business Impact Analysis
- Module 6 - The Design Stage
- Module 7 - Implementation
- Module 8 - Validation - Part 1
- Module 9 - Validation - Part 2
- Module 10 - Bringing it all together

## 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 plus VAT.

Electronic course slides are provided.

## FAQs

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

The timings 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 an electronic copy of the course slides.

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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