



Writing Business Continuity Plans (Live Online)

1 Day

£525.00 + VAT



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Details

 Live Online Course

Specialist

Course Description

The aim of this course is to develop the participants' business continuity (BC) plan writing confidence and competence. The course has been designed with the business continuity practitioner in mind, as it mixes the ISO/audit requirements of BC plans with practical plan writing guidance. The useful hints, tips and examples help participants feel more confident when writing BC plans at all organisational levels. The course provides delegates with the key skills needed to develop effective BC plans at small to global sized organisations.

This course is based on international good practice:

- ISO 22301:2019 Business continuity management systems
- ISO 22313:2020 Business continuity management systems - Guidance
- BCI's Good Practice Guidelines Edition 7.0

Course Modules

Module 1 - Understanding the Business Continuity Management System Structure

- Introduction to the BCI's Good Practice Guidelines Edition 7.0
- Summary of the BCI's Business Continuity Management System (BCMS) professional practices and their relevance to writing effective BC plans
- The importance of rigorous research in identifying BC requirements and risks
- Development of suitable BC solutions and risk control measures

Module 2 - Implementing Business Continuity Solutions

- The process of implementing BC solutions and risk control measures
- Developing a simple BC planning project

Module 3 - Designing a Response Structure

- The hierarchy of teams concept
- Roles and responsibilities of strategic, tactical and operational teams

Module 4 - Developing a Response Communication Function

- Communication principles and procedures
- Engaging with traditional and social media



- Principles of plan development
- The BC plan development process
- BC plan types and formats
- Activation, mobilisation and escalation considerations
- Developing strategic, tactical and operational level plans

Course Benefits

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

- Develop and implement suitable business continuity solutions and risk control measures
- Understand the roles and responsibilities of strategic, tactical and operational teams
- Understand communication principles and procedures
- Explain the business continuity plan development process and the different types of plans
- Develop strategic, tactical and operational level plans

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

Who Should Attend?

- Business continuity and resilience professionals looking to develop their plan writing confidence and competence.
- It is recommended that delegates have a minimum of a CBCI or equivalent credential with experience of working in a continuity and resilience related role.

Course Delivery

This training course is delivered as a one day, live online training course by an experienced 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.

Recommended Reading

The recommended reading for this course is the Good Practice Guidelines Edition 7.0 and it is advisable for delegates to be familiar with the GPG prior to attending the course. Electronic and hard copy GPGs can be purchased via our website.

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 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?

The Good Practice Guidelines Edition 7.0 is the recommended reading material for the course. You will be provided with an electronic copy of the course materials.

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

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Head Office Address

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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.

