

1 & 2 Day Courses for Business Continuity & Resilience Professionals



Introduction to Business Continuity Course



You will receive 8 CPD points and a Certificate of Attendance from the BCI on successful completion of the course.

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

This 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 1 day course comes complete with course slides and Student Workbook that contains exercises to be completed throughout the course. The course is based on the BCI Good Practice Guidelines (GPG) and reflects current International Standards in business continuity.

What the course covers:

- What is Business Continuity?
- An overview of the BCM Lifecycle
- Policy and Programme Management
- Embedding
- Business Impact Analysis
- Design
- Implementation
- Validation

By the end of the course, you will be able to:

- Explain the key elements of Policy & Programme Management (objectives, scope, governance, roles and responsibilities)
- Describe the challenges of embedding BC 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 BC Plans
- State the five types of exercises used to validate BC Plans

Business Impact Analysis Course

BIA is the main technique used for analysing an organization and forms the Analysis stage of the BCM Lifecycle. It will help you review and assess an organization to identify its objectives, how it functions, and the constraints of its operating environment.

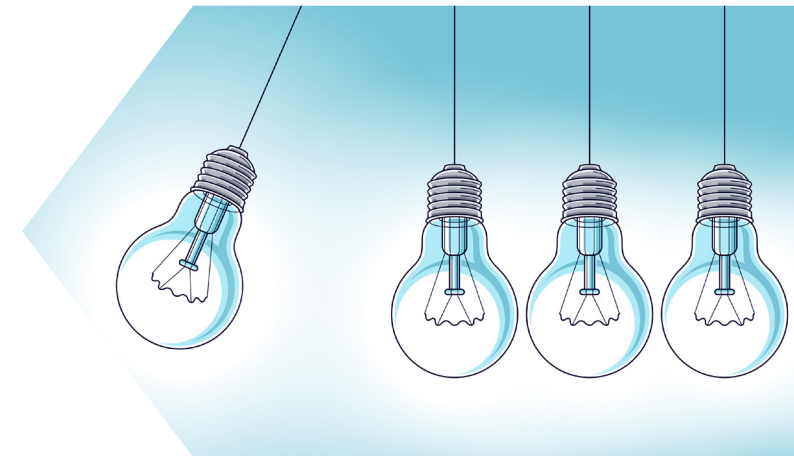
This 1 or 2 day course comes complete with course slides and Student Workbook that contains exercises to be completed throughout the course. The course is based on the BCI Good Practice Guidelines (GPG) and reflects current International Standards in business continuity.

What the course covers:

- Concepts of BIA
- The four types of BIA
- BIA methods
- How the BIA information is used in the Design phase of the BCM Lifecycle

By the end of the course, you will be able to:

- Understand and apply the different methods available to conduct a BIA
- Extract all the information you need from an organization to enable you to Design the most appropriate business continuity solutions.



You will receive 16 CPD points and a Certificate of Attendance from the BCI on successful completion of the course.

Designing and Delivering Effective Exercises Course



You will receive 16 CPD points and a Certificate of Attendance from the BCI on successful completion of the course.

This course aims to provide an understanding of how to design, facilitate and report on exercises for crisis, emergency and business continuity management programmes.

This 2 day course comes complete with course slides and Student Workbook that contains exercises to be completed throughout the course and other complementary resources. The course is based on the BCI Good Practice Guidelines (GPG) and reflects current International Standards in business continuity.

What the course covers:

- The Value of Exercise Programmes
- Exercise Design
- Exercise Scenario
- Exercise Preparation
- Exercise Delivery and Reporting

By the end of the course, you will be able to:

- Appreciate the rationale for validating plans and the value this brings
- Apply good practice to exercise programmes
- Select appropriate exercise aims, objectives and formats
- Explore the development of realistic scenarios to engage participants and achieve the aim
- Understand how to resource and co-ordinate delivery
- Carry out post exercise evaluations and report lessons
- Leave with an exercise concept that can be delivered within the organization

Incident Response and Crisis Management Course



You will receive 16 CPD points and a Certificate of Attendance from the BCI on successful completion of the course.

This course covers all aspects of developing and implementing an incident response structure and crisis management capability.

The course explores the concepts and principles of incident and crisis management and what tools and techniques can be applied when anticipating and assessing incidents. It also looks at the key activities, roles and responsibilities required for effective incident and crisis management.

This 2 day course comes complete with course slides and Student Workbook that contains exercises to be completed throughout the course. The course is based on the BCI Good Practice Guidelines (GPG) and reflects current International Standards in business continuity.

What the course covers:

- Crisis Management Concepts and Framework
- Anticipating and Assessing
- Prepare – Response Structure
- Prepare – Tools and Resources
- Prepare – Crisis Management Plan
- Response and Recovery
- Crisis Communications

By the end of the course, you will be able to:

- Build and deliver crisis management capability for your organization using an established best practice framework
- Appreciate the relationships between problem, incident, business continuity and crisis management
- Develop an understanding of the principles, strategies and techniques of incident response and crisis management
- Acquire the tools and know-how to prepare, implement and maintain a crisis management plan

Policy and Programme Management Course



You will receive 8 CPD points and a Certificate of Attendance from the BCI on successful completion of the course.

This course covers aspects of creating and managing a successful Business Continuity policy and a Business Continuity Management (BCM) programme within an organization. You will learn the link between Policy and Programme and how to use both of these management practices within Business Continuity to build and improve Organizational Resilience.

This 1 day course comes complete with course slides, Student Workbook that contains exercises to be completed throughout the course, and other complementary resources. The course is based on the BCI Good Practice Guidelines (GPG) and reflects current International Standards in business continuity.

What the course covers:

- What is Policy & Programme?
- Creating a Successful Policy
- Creating a Successful Programme
- Managing Policy & Programme

By the end of the course, you will be able to:

- Understand how the BC Policy establishes the organization's strategic approach and implementation of BC
- Define a clear purpose, context, scope and governance of the BC Programme
- Identify, develop and support the key aspects of the BC Policy
- Implement, deploy, govern and communicate the BC Policy
- Successfully align the BC Programme as the ongoing cycle of activities which implements the BC Policy
- Use the BCM Programme as a tool to implement, improve, correct, adjust and monitor the overall objectives of the organization
- Incorporate key success criteria, governance, audit and change management processes and define how these objectives will be met
- Understand why appropriate interim response and management structures may be required

Supply Chain Resilience Course



You will receive 8 or 16 CPD points and a Certificate of Attendance from the BCI on successful completion of the course.

This course is about understanding supply chains - how they are managed and how to add resilience measures to them, and therefore, the business.

In recent times supply chains have been under increased global pressure and have become more complex due to issues such as the pandemic, border closures, and climate change affects. So, ensuring you build resilience into them is even more vital, now more than ever, for the success of any business.

This 1 or 2 day course comes complete with course slides and Student Workbook that contains exercises to be completed throughout the course. The course is based on the BCI Good Practice Guidelines (GPG) and reflects current International Standards in business continuity.

What the course covers:

- Supply Chain tiers and risks
- What is outsourcing
- How and where supply chain management fits and links into the different stages of the BCM Lifecycle

By the end of the course, you will be able to:

- Understand the different tiers of supply chain management
- Embed supply chain into your BCM Programme
- Understand the process of outsourcing
- Identify potential supply chain issues
- Validate your supply chain operations

Find out more
www.thebci.org

