BUSINESS CONTINUITY

COURSE TITLE

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COURSE DATE/ VENUE

1st – 5th Jun 26'

Doha, Qatar

COURSE REFERENCE

HRTD204

COURSE DURATION

05 Days

DISCIPLINE

HR, Training & Development

COURSE INTRODUCTION

Business Continuity is a cornerstone for many organizations today, not only in ensuring business survival, but also as a means to identify critical processes, infrastructure and personnel that enable the organization to meet its core mission. The benefits of a BCM project go far beyond continuity in that they often include assurance of compliance with regulatory mandates, customer and supplier confidence, and easier access to credit and insurance through demonstrating emergency preparedness and stability.

The development of proven and reliable methodologies enables an organization to execute and maintain an executive business continuity program.

COURSE OBJECTIVE

This course is a valuable tool in understanding the processes and practical steps to follow when establishing a BCM program. Taking the candidates through the phases of Business Continuity Management in a logical, understandable manner, this course will

ensure that each attendee is familiar with the objectives of each phase and prepared to lead or assist their organization's BCM project team.

COURSE AUDIENCE

Business Continuity Project Managers and Team Members, Auditors, Risk management teams, Corporate Communications, Senior managers, BCM local liaisons. Business process architects, IT support services.

COURSE CONTENT

Module 1

BCM Policy, Program Management and Culture

Business Continuity Background and Concepts

- BCM Standard and related disciplines
- The BCM Lifecycle
- BCM as a formal management system

BCM Policy

BCM Program Management

Embedding BCM in organizational Culture

Module 2

Understanding the Organization

Business Impact Analysis

Continuity Recovery Requirements Analysis

Risk Assessment in a BCM Context

Module 3

Determining Business Continuity Strategy

BCM Strategic Options

Activity Level Continuity Options

Resource Level Consolidation

Module 4

Developing & implementing a BCM Response

Incident response Structure

Incident Management planning

Business Continuity Planning

Business Activity Response Plans

Module 5

Exercising, Maintaining & Reviewing BCM Arrangements

Exercise Planning, Scheduling and Management

Exercising BCM Arrangements

Maintaining BCM Arrangements

Audit and Review of BCM

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

£4,500 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions