

Business Continuity Management

A 2-day training course for corporations, government organizations, and medium-sized enterprises

Course Objectives

- Understand the fundamentals of business continuity and business continuity management systems (BCMS)
- Learn how to apply onto a BCMS the recognized and methodical approach to improving processes known as the PDCA model
- Explore the seven primary requirements for an effective implementation of BCMS that is in line with ISO 22301:2019
- Hands-on carry out systematic steps of a BCMS

Who Should Attend

Middle and senior managers from all management fields, both technical and non-technical

Module Outline

Module 1: Fundamentals of a Business Continuity Management System (BCMS)

- Concept of business continuity
- Important elements in a BCMS
- The Plan-Do-Check-Act (PDCA) model

Module 2: Context of BCMS in the Organization

- Understanding of the organization
- Needs and expectations of interested parties
- Scope of the BCMS

Module 3: Leadership in BCMS

- Leadership and management commitment
- Business Continuity Policy
- Organizational roles, responsibilities and authorities

Module 4: BCMS Planning

- Actions to address risks and opportunities
- Business continuity objectives and plans to achieve them
- Organizational roles, responsibilities, and authorities

Module 5: Organization Support in BCMS

- Allocation of resources
- Attainment of required competencies
- Awareness of the organization's BCMS
- Internal and external communications
- Documented information

Module 6: Managing Operations within BCMS

- Operational planning and control
- Business impact analysis (BIA)
- Risk assessment
- Business continuity strategy and solutions
- Business continuity procedures
- Exercise and test program

Module 7: Performance evaluation of BCMS

- Monitoring, measurement, analysis, and evaluation of BCMS
- Internal audit
- Management review

Module 8: Improvement of BCMS

- Nonconformity and corrective action
- Continual improvement