

**Training Title**

**BUSINESS CONTINUITY PLANNING & MANAGEMENT**

**Training Duration**

**5 days**

**Training Date & Venue**

REF ML071	Business Continuity Planning & Management	5	13 – 17 May 2024	\$5,500	Dubai, UAE
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In any of the 5-star hotels. The exact venue will be informed once finalized.

**Training Fees**

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

Language: English

**TRAINING OVERVIEW**

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.

**TRAINING 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.

**TRAINING PRE-REQUISITE**

This course is designed to meet the needs of Business Continuity Professionals at any stage in their careers. The beginner benefits from a solid description of the methodology whereas the experienced professional gains a complete understanding of the leading developments in business continuity management and the opportunity to learn with fellow BCM professionals.

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### **WHO SHOULD ATTEND**

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

### **TRAINING METHODOLOGY**

This program will be delivered by a number of short and long class exercises, team working and presentation, video, situation based case studies, work-based problem solving.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

### **COURSE OUTLINE**

#### **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

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#### **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

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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

**Note:**

**Pre & Post Tests will be conducted**

**Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.**



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