Training Course on Business Continuity Planning

Professional Development Training Course Outline

Category	Business	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic and often unpredictable business environment, establishing a robust **Business Continuity Planning (BCP)** framework is not merely a contingency; it is a fundamental pillar of organizational resilience and sustainability. A well-defined BCP enables businesses to proactively identify potential threats – ranging from natural disasters and cyberattacks to supply chain disruptions and pandemics – and develop strategic responses to minimize operational downtime and financial losses. This comprehensive training course equips participants with the essential knowledge and practical skills to develop, implement, and maintain effective BCP strategies tailored to their specific organizational needs. By understanding the critical components of **risk assessment**, **impact analysis**, and **recovery planning**, organizations can significantly enhance their ability to withstand disruptions, protect their stakeholders, and maintain a competitive edge.

Training Course on Business Continuity Planning delves into the core principles and best practices of BCP, emphasizing the importance of proactive planning and continuous improvement. Participants will learn how to conduct thorough business impact analyses to identify critical functions and dependencies, develop realistic recovery strategies and procedures, and establish effective communication and testing protocols. The course also highlights the significance of aligning BCP efforts with overall organizational goals and regulatory requirements. By investing in this training, organizations can cultivate a culture of preparedness, strengthen their operational resilience, and safeguard their long-term viability in an increasingly complex world.

Programme Curriculum

Training Course on Business Continuity Planning

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Course Duration

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Course Objectives:

This training course aims to equip participants with the knowledge and skills to:

1. Understand the **fundamentals of business continuity planning** and its strategic importance.
2. Conduct comprehensive **business impact analyses** (BIA) to identify critical business functions.
3. Perform thorough **risk assessments** to identify potential threats and vulnerabilities.
4. Develop effective **recovery strategies** and procedures for various disruption scenarios.
5. Establish clear **communication protocols** for crisis management and stakeholder updates.
6. Design and implement robust **data backup and recovery** solutions.
7. Create and manage **IT disaster recovery plans** to ensure technology resilience.
8. Develop strategies for **supply chain continuity** and vendor risk management.
9. Plan for **workforce continuity** and remote work capabilities.
10. Understand the importance of **testing and exercising** the business continuity plan.
11. Learn how to **maintain and update** the BCP to reflect organizational changes.
12. Understand relevant **regulatory requirements and industry best practices** for BCP.
13. Foster a **culture of preparedness** and awareness within the organization.

Organizational Benefits of Implementing Business Continuity Planning:

- **Enhanced Resilience:** Minimizes the impact of disruptions and enables faster recovery.
- **Reduced Financial Losses:** Limits operational downtime and associated costs.
- **Improved Reputation and Customer Trust:** Demonstrates preparedness and reliability.
- **Compliance with Regulations:** Meets legal and industry-specific requirements.
- **Competitive Advantage:** Ensures business continuity when competitors face disruptions.
- **Increased Stakeholder Confidence:** Assures investors, partners, and customers.
- **Protection of Assets:** Safeguards critical infrastructure, data, and personnel.
- **Improved Operational Efficiency:** Identifies and addresses vulnerabilities in business processes.

Target Audience:

1. **Business Owners and CEOs:** Responsible for overall organizational resilience.
2. **IT Managers and Professionals:** Overseeing technology infrastructure and recovery.
3. **Risk Managers and Compliance Officers:** Ensuring adherence to regulations and mitigating risks.
4. **Operations Managers:** Responsible for maintaining business operations.
5. **Emergency Response Teams:** Involved in executing recovery plans.
6. **Project Managers:** Leading BCP implementation projects.
7. **Human Resources Professionals:** Focusing on workforce continuity and communication.
8. **Security Professionals:** Addressing cyber security and physical security risks.

Course Outline

Module 1: Introduction to Business Continuity Planning

- Defining Business Continuity and its importance in today's business landscape.
- Understanding the key drivers and benefits of implementing a BCP.
- Exploring the relationship between BCP, Disaster Recovery, and Crisis Management.
- Overview of the BCP lifecycle and its core phases.
- Establishing the organizational context and scope of BCP.

Module 2: Business Impact Analysis (BIA)

- Identifying critical business functions and processes.
- Determining the interdependencies between business functions.
- Calculating the potential financial and operational impact of disruptions.
- Establishing Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs).
- Documenting BIA findings and prioritizing recovery efforts.

Module 3: Risk Assessment and Threat Identification

- Identifying potential internal and external threats to business operations.
- Analyzing vulnerabilities and assessing the likelihood and impact of risks.
- Categorizing risks based on their potential severity.
- Utilizing risk assessment frameworks and methodologies.
- Developing risk mitigation strategies and controls.

Module 4: Developing Recovery Strategies

- Exploring various recovery options for critical business functions.
- Developing strategies for IT disaster recovery, including data backup and restoration.
- Planning for alternative work locations and remote work capabilities.
- Establishing strategies for supply chain and vendor continuity.
- Considering insurance and risk transfer options.

Module 5: IT Disaster Recovery Planning

- Developing a comprehensive IT disaster recovery plan.
- Identifying critical IT systems and infrastructure.
- Establishing data backup and recovery procedures.
- Planning for network and communication recovery.
- Conducting IT recovery testing and validation.

Module 6: Communication Planning and Crisis Management

- Developing internal and external communication strategies for disruptions.
- Establishing communication protocols and notification procedures.
- Identifying key stakeholders and their communication needs.
- Forming and training a crisis management team.
- Managing media relations and public perception during a crisis.

Module 7: Supply Chain Continuity Planning

- Identifying critical suppliers and dependencies.
- Assessing risks within the supply chain.
- Developing strategies for alternative sourcing and supplier diversification.
- Establishing communication and collaboration protocols with suppliers.
- Incorporating contractual clauses for business continuity.

Module 8: Workforce Continuity and Human Resources Planning

- Developing strategies for ensuring workforce availability during disruptions.
- Planning for remote work arrangements and flexible work options.
- Establishing employee communication and support mechanisms.
- Addressing employee safety and well-being during a crisis.
- Developing succession plans for key personnel.

Module 9: Developing the Business Continuity Plan Document

- Structuring the BCP document and its key sections.
- Documenting recovery strategies, procedures, and responsibilities.
- Including contact information for key personnel and vendors.
- Ensuring the BCP document is accessible and user-friendly.
- Obtaining stakeholder approval for the BCP.

Module 10: Testing and Exercising the Business Continuity Plan

- Understanding the importance of regular BCP testing and exercises.
- Planning and conducting various types of tests (e.g., tabletop exercises, simulations).
- Documenting test results and identifying areas for improvement.
- Developing a schedule for periodic BCP testing.
- Ensuring all relevant personnel participate in testing activities.

Module 11: Maintaining and Updating the Business Continuity Plan

- Establishing a process for ongoing BCP maintenance and review.
- Triggering BCP updates based on organizational changes and emerging threats.
- Conducting periodic BCP audits and assessments.
- Communicating BCP updates to relevant stakeholders.
- Ensuring the BCP remains relevant and effective over time.

Module 12: Regulatory Requirements and Best Practices

- Understanding relevant industry regulations and compliance standards for BCP.
- Exploring recognized BCP frameworks and best practices (e.g., ISO 22301).
- Benchmarking organizational BCP efforts against industry standards.
- Ensuring the BCP aligns with legal and contractual obligations.
- Staying informed about evolving regulatory landscapes.

Module 13: Embedding a Culture of Preparedness

- Raising awareness about BCP across the organization.
- Providing BCP training and education to employees.
- Promoting a proactive approach to risk management.
- Encouraging employee participation in BCP initiatives.
- Recognizing and rewarding contributions to business continuity efforts.

Module 14: Advanced BCP Topics and Emerging Trends

- Exploring the role of technology in enhancing business continuity.
- Understanding the impact of cyber threats on business resilience.
- Addressing the challenges of cloud computing and BCP.
- Considering the implications of artificial intelligence and automation for BCP.
- Exploring the integration of sustainability and BCP efforts.

Module 15: Implementing and Governing the Business Continuity Program

- Developing a roadmap for BCP implementation.
- Assigning roles and responsibilities for BCP management.
- Establishing a BCP governance structure.
- Securing executive sponsorship and organizational support.
- Measuring the effectiveness of the BCP program.

Training Methodology:

This training course will employ a blended learning approach, incorporating:

- **Interactive Lectures:** Delivering core concepts and principles through engaging presentations.
- **Case Studies and Real-World Examples:** Illustrating practical applications and challenges.
- **Group Discussions and Collaborative Exercises:** Fostering peer learning and problem-solving.
- **Practical Workshops and Scenario-Based Simulations:** Providing hands-on experience in developing BCP components.
- **Templates and Tools:** Offering practical resources for BIA, risk assessment, and recovery planning.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org **or call** *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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