Business Continuity Planning and Management Training

Description

Introduction

Are you completely confident in your organisation's ability to continue operating despite a major interruption? Loss of IT is the most common interruption suffered by organisations, regardless of size or sector, but how would you fare with other problems, such as:

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- Severe weather
- Pandemic flu or other disease outbreaks
- Terrorist attacks on critical infrastructure or crowded places
- Flooding
- Fraud
- Fire
- Theft
- Transport system failure
- Major industrial accident
- Any other threat particularly relevant to your organisation?

Objectives

By the time you leave this course you will have a firm grasp of:

- 'Business continuity' versus 'Disaster recovery'
- How to identify the risks which affect continuity of business – and how to mitigate them
- The range of disasters which can seriously affect business
- The importance of all employees playing a part
- The need for awareness training for all employees
- How to prepare and review a plan
- The importance of communication and call trees

Course outline

What is business continuity?

- Why plan for business continuity?

“Disaster recovery” or “business continuity”?

- That is the question!
- Some statistics to get you thinking
- Putting risks in perspective

When do “risk events / incidents” happen?

- Rare or unusual events
- Common events
- Weather, theft and vandalism
- Some things we might forget
- Current issues affecting us all

The board / executive (essential knowledge for all employee levels)

- Responsibility and accountability
- Adherence to legislative and regulatory requirements
- Policies
- Delegation and supervision
- Insurance

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Register of risks and events

- Details to be included
- Benefits / rewards / cost savings for your organisation

Business impact analysis

- A common sense approach
- How to collect data
- Critical scoring example (red / green / amber)
- Example(s) of BIA spreadsheet(s)

Departmental implications

- HR
- IT
- Insurance
- Others

Communication

- Call tree(s) and examples

- Contractors and suppliers

The business continuity plan

- How it all fits together
- How to take it forward – review / update / training
- Emergency pack

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