



NORMIT ~ Business Continuity Workshop

Summary

This course covers all elements of the Business Continuity cycle and explores each of the stages in detail. It is in line with the Good Practice Guidelines 2010 and British Standard BS25999. The course is suitable for people that work in small organisations to those in large public or private sector establishments.

Course Covers

- What is Business Continuity?
- What are the stages of Business Continuity Management and the important aspects of each
- How to identify, prioritise and evaluate risks to business
- What risk management strategies can be implemented
- What facilities are needed to continue business through a crisis
- How the BC plan is an important document in the process

Duration

One day.

Course Author and Presenter

The course is presented by members of the NORMIT team who have a wide range of experience in Emergency Planning and Business Continuity. Emma Tipple BSc Hons MBCI is the lead tutor on the course. Emma has Business Continuity experience within both private and public sector organisations and is currently employed as the Corporate Business Continuity Manager for Norfolk County Council.

Cost

£400 per delegate – This includes refreshments and course material.
EPS and BCI Members receive a 10% discount.

There is a substantial discount for delegates from NORMIT Member organisations.

The course is endorsed by both the Emergency Planning Society (EPS) and the Business Continuity Institute (BCI). Delegates receive one years free affiliate membership of the EPS and BCI and can claim up to 3 CPD points with the EPS.

NORMIT

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NORMIT ~ Business Continuity Workshop Programme

Administration and Overview	Health and safety. Introductions and identification of delegates' personal learning objectives for the course.
Introduction to Business Continuity	Understand what Business Continuity Management is, why it is important and current drivers for its implementation.
Programme Management	Understand how Business Continuity should be managed as a programme. Relate this stage to their own organisation and understand some of the issues that can occur.
Understanding the Organisation	Importance of Business Impact Analysis in their own organisation and some of the issues that can occur. Understand the process and importance of Risk Assessment.
Determining BC Strategy	Realise the importance of this stage before developing plans.
Developing and Implementing a BCM Response	Understand the response structures and appreciate generic content within plans. Discuss example plans with colleagues. Understand and therefore be able to avoid some issues that can occur.
Exercising, Maintaining and Reviewing	Discussion of the importance of these processes. Understand the different types of exercises and their benefits. Appreciate the role and importance of audit.
Embedding BCM into the Organisation's Culture	Consider what continuity and resilience means to delegates' own organisations. Understand and therefore be able to avoid some issues that can occur.
Summary	Ensure learning outcomes achieved. Reinforce key messages and clarify any ambiguities.