

Business Continuity Workshop

Summary

This course offers a simple approach with practical solutions to ensure that small and medium scale businesses can help themselves to survive if affected by an emergency.

Course Covers

- What is a Business Continuity Plan?
- 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.
- Looks at the Business Continuity Institutes (BCI) ten standards.
- Looks at the guidance both from the British Standards Institute BS25999 and that contained within the Civil Contingencies Act 2004.

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 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.

NORMIT Members £125 (Voluntary / Charity members £100)

The course content is approved by Business Continuity Institute (BCI) and delegates receive one years free affiliate membership of the BCI.

Business Continuity Workshop Programme

1	Administration and Overview	Health and safety. Introductions and identification of delegates' personal learning objectives for the course.
2	Introduction to Business Continuity	Understand what Business Continuity Management is, why it is important and current drivers for its implementation.
3	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.
4	Understanding the Organisation	Importance of Business Impact Analysis in their own organisation Understand the process and importance of Risk Assessment.
5	Determining BC Strategy	Realise the importance of this stage before developing plans.
6	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.
7	Exercising, Maintaining and Reviewing	The importance of these processes. Understand the different types of exercises and their benefits. Appreciate the role and importance of audit.
8	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.
9	BS 25999 In Brief	Understand the reasons for the Standard and some of the Standard's requirements.
10	Summary	Ensure learning outcomes achieved. Reinforce key messages and clarify any ambiguities.