



Certificate of the BCI Examination Workshop Based on the Good Practice Guidelines (GPG) 2013

Duration: 4 Days

Language: English

Course Delivery: Classroom

Course Description

The BCI Good Practice Guidelines Training Course has been revised to ensure that all the methodologies taught in this course are fully aligned to the Good Practice Guidelines (GPG) 2013, the independent body of knowledge for good Business Continuity (BC) practice.

Based on current global thinking in BC, the course has also been aligned to ISO 22301:2012, the new international standard for Business Continuity Management (BCM) to ensure its international relevance and global applicability. The course offers a solid description of the methods, techniques and approaches used by BC professionals worldwide to develop, implement and maintain an effective BCM programme, as described in GPG 2013.

This training course is intended to meet the current and future technical and professional needs of BC professionals working in organizations of any type and size, in any industry or sector worldwide.

Prerequisites

There are no formal prerequisites for this course, but it is recommended that the participants have some experience and understanding about BCM domain.

Audience

- Full-time or part-time Business Continuity Professionals interested in learning more about Global BCM Best Practices
- Auditors wanting to gain an in-depth understanding of BCM
- Professionals from BCM-related domains such as Crisis and Risk Management, Emergency Planning, Information Security, Operations, Facilities, Administration, HR, Legal and Compliance
- Those who are looking to progress through the 4 levels of BCI membership (MBCI etc)
- Those keen to take full advantage of the member resources on the BCI website (www.thebci.org)

Learning Objectives:

- Teaches you not just the 'what' but also the 'why', 'how' and 'when' of good BC practice
- Equips you with the knowledge and understanding you require to be able to practice BC in line with GPG 2013
- Prepares you for the Certificate of the BCI Examination, which leads to an internationally recognised credential and post-nominal designation in BC (CBCI), and is the launching pad for Statutory Membership of the BCI
- Provides practical insights to good BC practice and expertise by learning from some of the best BC professionals in the industry

- Meets the current and future needs of BC professionals worldwide

Course Outline

- BCM Program Management and Culture
- Business Continuity Background and Concepts
- BCM Policy
- BCM Program Initiation
- Embedding BCM in organizational Culture
- BCM Global Trends and Best Practices
- BCM Definitions and Glossary

MODULE 2

- Understanding the Organisation
- Business Impact Analysis
- BIA Benefits and Best Practices
- Recovery Requirements Analysis
- Risk Assessment in a BCM Context
- RA Methodology and Approach

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
- Incident and Crisis Management Planning
- Business Continuity Planning
- Plan Activation, Command and Control
- Business Activity Response Plans
- Crisis Communications Plan and Notification
- IT Disaster Recovery Planning
- Communicating with the Media
- Coordinating with External Agencies
- Salvage and Restoration
- Plan Development, Design and
- Documentation

MODULE 5

- Exercising, Maintaining & Reviewing BCM Arrangements
- Exercise Planning, Scheduling and Management
- Creating a Test and Exercise Program



- Maintaining and Updating BCM Arrangements and Plans
- Audit and Review of BCM
- Ongoing Awareness and Training Programs
- BCM Program Maintenance
- Change Management
- Measuring Effectiveness