

Implementing Business Continuity Plan (BCP) workshop

Duration: 2 Days

COURSE DESCRIPTION

Business disruption is difficult to predict but can be mitigated if well prepared. Among those disruptions, some may turn to disaster which even more difficult to handle without a plan. In recent years, many examples of disaster have shown us the loss in lives, assets, and even company's reputation.

This course is an intensive 2-days course that teaches the principles of Business Continuity Planning (BCP) and practical methods to develop, test, and maintain your business continuity plan

COURSE OBJECTIVES

- Establish knowledge of Business Continuity Planning (BCP) lifecycle processes within the organization
- Develop the capability to conduct Business Impact Analysis (BIA)
- Identify and select cost-effective BC recovery strategies
- Develop skills in writing a BCP document
- Understand an effective test plan for BCP testing
- Understand processes for maintaining the BC plan

COURSE OUTLINE

Day 1:

Session 1: Introduction to Business Continuity Planning

- Overview of BCP and its importance
- Business impact analysis (BIA) Workshop
- Risk assessment and management Workshop

Session 2: Developing Business Continuity Plans

- Defining roles and responsibilities
- Communication strategies
- Plan development and testing

Session 3: Business Continuity Planning Case Study Workshop

- Review of a real-life BCP scenario
- Group discussion and analysis
- Identifying potential gaps and areas for improvement

Session 4: Implementing and Maintaining a BCP

- BCP implementation strategies and challenges
- Developing a BCP culture
- Measuring the success of a BCP

Day 2:**Session 5: Best Practices in Business Continuity Planning**

- Industry standards and guidelines
- Common challenges and solutions
- Continuous improvement strategies

Session 6: Business Continuity Plan Testing and Maintenance Workshop

- Types of tests and exercises
- Maintenance and updating of the BCP
- Auditing and evaluating the BCP

Session 7: BCP Workshop - Plan Development and Testing

- Plan development and testing (Templates review)
- Review of BCP strategies and solutions
- Identifying areas for improvement

Session 8: Final Review and Next Steps

- Review of workshop objectives and key takeaways
- Group activity and presentation of BCP solutions
- Wrap-up and next steps

Note: The workshop will be a mix of theory and practice. Participants will work on exercises throughout the course and engage in workshops to get hands-on experience.

The course is suitable for management level, business continuity managers, business recovery managers, operation managers, BCP officers, auditors, compliance officers, and other recovery-related functions.