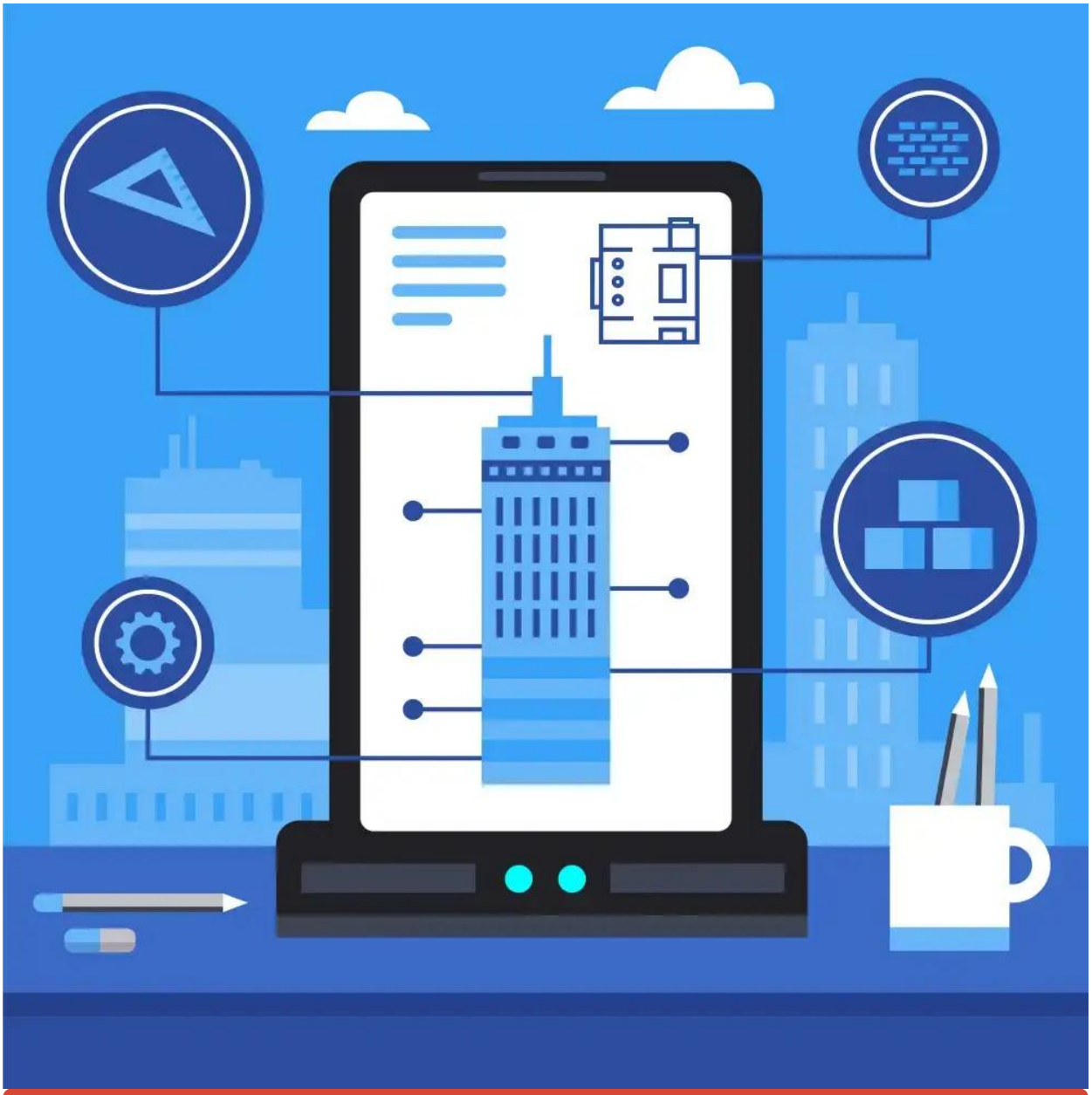


Business Continuity Plan Building

Duration: 5 Days

Language: en

Course Code: PO1-129

Objective

During this course, you'll learn:

- Understand the importance of business continuity planning within an organisation.
- Acknowledge the difference between business continuity and disaster recovery and how they can both exist alongside one another.
- Identify and investigate the risks that can impact a business's community and how to mitigate these.
- Explore the possible risks and disasters and their potential impact on the organisation.
- Generate a workplace culture that is disaster-aware and competent in the required steps to take in an emergency.
- Prepare an action plan based on identified risks and their potential consequences, detailing what measures can be taken to mitigate further damage.

Audience

This course is designed for anyone in management responsible for ensuring business continuity when facing risks and disasters. It would be most beneficial for:

- Operations Managers
- HSE Officers
- Business Continuity Planners
- Risk Analysts
- Regional Managers
- Financial Advisors
- Project Managers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review the business continuity plans of established organisations to highlight identified risks, their potential impact, and preventative measures in place.
To ensure the participants fully understand the taught content, they will participate in various learning methods, including presentations, video materials, group discussions, and practical activities. This combination of learning methods will guarantee that the participants can fully comprehend the knowledge and demonstrate relevant practical skills.

Summary

There will always be the potential for disasters and risks for any type of organisation within any industry. Risks exist within every business and are inevitable; however, various steps can be taken to mitigate the probability of these and the impact they may have on the organisation.
Creating a business continuity plan is a business's ideal course of action. Business continuity plans recognise individual risks, both severe and minor, analyse their potential impact on the organisation, and establish processes and steps to ensure their influence is minimal. These plans should mention all areas of the organisation, including financial, reputation, and production impacts.
To gather sufficient data for the business continuity plan, management should conduct thorough risk assessments to identify all probable risks within the organisation. This risk data can later be analysed to provide insight into which risks are most likely to occur and how best to prepare for them.

Course Content & Outline

Section 1: Introduction to Business Continuity

- Define what business continuity is, its importance and necessity within an organisation.
- How organisations may plan differently depending on the industry and service provided.
- What internal and external influences may lead to a business disaster?
- Understanding the difference between business continuity and disaster recovery and why only one or both may be needed.

Section 2 Risk Management

- The vitality of managing risks within an organisation.
- Conduct risk assessments and hazard identification audits to highlight major and minor risks within an organisation.
- Analysing risk data and establishing a risk management plan, with risks categorised and prioritised based on area of effect and severity.
- Creating preventative measures and correct actions to mitigate the risks' impact if they occur.

Section 3: Reasons for Disasters

- Explaining why disasters may occur within an organisation.
- Comprehending various internal disaster potentials and why they may occur.
- Exploring external disasters where the organisation may be affected but out of control

to resolve it.
- Natural disasters and harsh weather conditions.
- Societal changes within an economic decline and how these can be detrimental to an organisation.

Section 4: Creating a Business Continuity Plan

- Accepting accountability and responsibility where able.
- Examine different disasters and how they will impact different areas of the business.
- Ensure the business continuity plan focuses on the main aspects of the organisation to prevent prolonged downtime—health and safety, production, and finance.
- Utilising various planning methods to ensure the plan is fully understandable and achievable.

Section 5: Business Impact Analysis

- The importance of measuring and processing business impact data in a disaster.
- The process of collecting and storing vital data.
- What a business impact analysis should include – financial, reputation, production output, environmental and regulatory and social.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Consultation & Services, Procurement, Warehouse, Logistics & Supply Chain, Project Management

Tags

Planning, Business Continuity Plan

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