TRENDS | Academy
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Business Continuity Management

Duration: 5 Days

Course Description:

This course provides a process framework that is adaptable to SMEs, public sector organizations, and private sector organizations currently that are in the early development stages of their continuity management strategy. One of the ways that organizations can perpetuate resilient practices is through effective business and service continuity management, which is a system of processes that enable organizations to operate continuously amid disruptions. A process approach to business and service continuity management signifies that organizations go through a three-phase journey, which include the: (a) Development, (b) Implementation, and (c) Appraisal phase of the business/service continuity plan (BSCP). To achieve effective business and service continuity management, organizations have to devote equal time and attention to each phase.

Target Audience:

- Managers, supervisors, and program specialists from the public and private sectors who are 1) involved in continuity management, risk management, communication, and public relations and 2) who can champion organizational resilience within their respective organizations.
- Entrepreneurs and Business Owners who want to make sure, that their business is risk prepared, and can continue to withstand the demands of a turbulent environment.

Course Outlines:

Module A: Developing the Continuity Plan

- ➢ Day 1: Framework for Developing the Continuity Plan in the Private Sector and the Public Sector
- ➢ Day 2: Risk Assessment Framework and Business Impact Analysis
- ➢ Day 3: Best Practices in Writing Business Continuity Plans and Public Service Continuity Plans & BCP/PSCP Writing
- ➢ Immersion
- ➢ Day 4: Culmination Activity - Presentation of the BCP/PSCP

Module B: Implementing the Continuity Plan

- ➢ Day 1: Appropriate exercises in testing Business Continuity strategies
- ➢ Day 2: Design Day Asynchronous
- ➢ Day 3: Crisis Simulation and Action Planning

Module C: Appraising the Continuity Plan

- ➢ Day 1: Integrating results to facilitate continual improvements to sustain organizational viability
- ➢ Day 2: Creating a Culture of organizational learning
- ➢ Day 3: Documenting organizational history to institutionalize knowledge and previous crisis and disaster experiences

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training@trends.com.ph
(+632) 8863-2123
www.trendsacademy.com.ph