

# Business Continuity

## 2 day Training Course



### Overview:

This course is designed for those delegates that are involved with implementing a Business Continuity Management System (BCMS) that follows the best practice guidelines of BS 25999.

The course guides you through the business continuity process from conducting business impact analyses to testing and exercising. It includes practice exercises to facilitate knowledge transfer and ensure delegates are able to hit the ground running.

### Course Structure:

This 2 day course is structured as follows and delivered by our BS25999 Lead Auditor.

### Day 1

09:30	Introductions – Course Agenda
09:45	The Importance of Business Continuity and the BS 25999 Cycle
<b>10:45</b>	<b>Refreshments</b>
11:00	Business Impact Analysis in Depth
11:45	Exercise 1 – Determining your Departmental Functions
12:00	Review of Exercise 1
12:15	Exercise 2 – Working Through an Impact Analysis
<b>13:00</b>	<b>Lunch</b>
13:45	Review of previous topics and Exercise 2
14:45	Running Your Risk Assessments
<b>15:30</b>	<b>Refreshments</b>
15:45	Exercise 3 – Risk Assessment in Practise
16:45	Exercise 3 – Review
<b>17:30</b>	<b>Finish</b>

### Consultancy

- Information Security
- Business Continuity
- Physical Security
- Government Accreditation
- PCI Compliance

### Services

- Workshops
- Seminars
- Presentations
- Training

### Expertise

- Lead Auditors
- CLAS Consultants
- ISO 27001
- ISO 15489
- BS 25999
- PRINCE2
- IT Security



## Day 2

09:30	Review of Day 1 and Day 2 Agenda
09:45	Group Review of Risks
10:00	Risk Strategy – Mitigation, Continuity and Recovery
10:30	Exercise 4 – Working through your Strategy
<b>11:00</b>	<b>Refreshments</b>
11:15	Review of Exercise 4
11:45	Business Continuity Planning – Putting it All Together.
12:30	Exercise 5 – Putting Your Plan Together
<b>13:15</b>	<b>Lunch</b>
14:00	How to Exercise Your Plans
14:45	Exercise 6 – Scenario Exercise
<b>15:30</b>	<b>Refreshments</b>
15:45	Review of Exercise 6
16:15	Monitoring and Reviewing
16:30	Q&A and Summary
<b>16:45</b>	<b>Close</b>

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### Cost:

The cost for this course is £300 per day per delegate including refreshments. All prices are subject to VAT. Accommodation is not included. However, a list of local hotels can be provided for overnight accommodation.

### Who Should Attend?

The course is aimed at anyone involved with implementing a business continuity management system.

### Pre-requisites

None.

### Location

Halesowen, West Midlands. (Minimum of 2 delegates required to run the course).

This course can be run at client premises subject to suitable venue and a minimum number of 3 delegates.

To discuss your training requirements in more detail please contact us on **0121 559 6699** or email [bestpractice@advent-im.co.uk](mailto:bestpractice@advent-im.co.uk).

