



## INTRODUCTION TO BUSINESS CONTINUITY COURSE

### COURSE DESCRIPTION

This course is an introduction to the world of business continuity (BC). It is designed as a first step for newcomers to the subject of BC and for those for whom BC may be a part of their role or responsibilities who need to have a good understanding of the subject.

This course provides the new professional with the basic knowledge and understanding of the building blocks required for developing or maintaining a robust Business Continuity Management (BCM) programme and gives those individuals with a BC related role or responsibility an introduction to the discipline.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Introduce the BCM programme
- Describe the BCM Lifecycle
- Explain the importance of the 6 Professional Practices described in the GPG



INSTRUCTOR LED  
CLASSROOM BASED



2 DAYS

### COURSE DELIVERY

This BCI training course is delivered as a two-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience newcomers looking for a solid foundation to their learning in the subject of business continuity.

Individuals with a full time or part time role or responsibility that requires an understanding of business continuity.

Individuals not yet ready to take the Certificate of the Business Continuity Institute (CBCI) training and examination.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## ELEARNING: BUILDING RESILIENCE COURSE

### COURSE DESCRIPTION

This online self-paced learning experience has been designed for anyone who needs to understand what business continuity (BC) is all about, which is an essential part of building resilience in an organization.

The course is built on the core principles of the Business Continuity Management (BCM) Lifecycle as described in the BCI's Good Practice Guidelines – a global guide to good practice in the BC discipline. It contains audio advice from experts and provides answers to common issues faced by those practicing BC in any organization.

**Module One** - What is business continuity?

**Module Two** - How do I establish and manage business continuity?

**Module Three** - How do I embed business continuity within the organization?

**Module Four** - How do I analyse the organization's business continuity requirements?

**Module Five** - How do I design the organization's business continuity solutions?

**Module Six** - What plans do I develop and how?

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Describe what business continuity is and why it is important in any organization
- How to go about establishing and implementing a BCM programme.
- What actions need to be taken in order to develop and embed business continuity plans that work



ONLINE | INTERACTIVE  
CONTAINS EXPERT ADVICE



8 HOURS | SELF PACED

### COURSE DELIVERY

This BCI training course is a self-paced, eLearning training course which takes approximately 8 hours to complete.

At the end of each module there are questions to check that each stage of the BCM Lifecycle is understood.

### WHO SHOULD ATTEND?

Business continuity and resilience newcomers or Individuals with a full time or part time role or responsibility that requires a basic understanding of BC.

### ORGANIZATIONS

The full course is widely used by organizations on their Learning Management System as part of in-house training and awareness programmes to embed business continuity. Module 1 is also an excellent tool for your organization's induction programmes and can be implemented on your LMS as a stand-alone module. Please contact [education@thebci.org](mailto:education@thebci.org) for further information about the licence.



## INTRODUCTION TO ORGANIZATIONAL RESILIENCE COURSE

### COURSE DESCRIPTION

This course is designed to introduce the concept of organizational resilience and to provide students with a practical approach to build on the foundation of their existing skills and knowledge to develop and enhance resilience capabilities for their organizations.

Business continuity principles and practices are essential to building resilience in organizations. Developing effective resilience capabilities requires a collaborative approach between established management disciplines.

**This course reflects on the UK guidance to organizational resilience BS 65000 and reflects the current global thinking at an international level.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Provide an overview of organizational resilience
- To engage in workshop discussions about organizational resilience
- To offer examples of what works in practice, e.g. building resilience capabilities



INSTRUCTOR LED CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

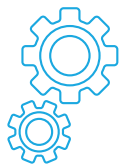
### WHO SHOULD ATTEND?

Business continuity and resilience professionals who are already familiar with the concepts of enterprise risk, emergency response, business continuity, crisis management and disaster recovery management.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI GOOD PRACTICE GUIDELINES TRAINING COURSE AND CERTIFICATE OF THE BCI (CBCI) EXAMINATION

### COURSE DESCRIPTION

This course offers a solid description of the methods, techniques and approaches used by business continuity (BC) professionals worldwide to develop, implement and maintain an effective Business Continuity Management (BCM) programme.

This Course is based on the BCI Good Practice Guidelines (GPG), the independent body of knowledge for good business continuity (BC) practice.

The course takes you through the complete BCM Lifecycle step by step, and provides practical insights into all aspects pertaining to the development, implementation and management of a BCM programme within an organization through the instructor's use of case studies and real-life examples. The subject matter addresses the six Professional Practices (PPs) at Management and Technical Level that make up the BCM Lifecycle, including:

**Module One:** Policy and Programme Management (PP1)

**Module Two:** Embedding Business Continuity (PP2)

**Module Three:** Analysis (PP3)

**Module Four:** Design (PP4)

**Module Five:** Implementation (PP5)

**Module Six:** Validation (PP6)

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Teach you not just the 'what' to do, but also the 'why', 'how' and 'when' of good BC practice
- Equip you with the knowledge and understanding you require to be able to practice BC
- To provide an accepted benchmark against which the technical and professional competency of BC professionals can be effectively measured and examined
- Provide practical insights to good BC practice and expertise by learning from some of the best BC professionals in the industry



INSTRUCTOR LED  
CLASSROOM BASED



3-5 DAYS OR



EIGHT WEEKS, ONLINE,  
INSTRUCTOR LED

### COURSE DELIVERY

This BCI training course is delivered as a three to five-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors and online by Buckinghamshire New University over a period of 8 weeks.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals working in organizations of any type and size, in any industry or sector worldwide.

Individuals with a full time or part time role or responsibility that requires an understanding of business continuity.

Individuals who want to take the Certificate of the Business Continuity Institute (CBCI) examination.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## THE BCI DIPLOMA - THE DBCI



30 WEEKS  
DISTANCE LEARNING

### COURSE DESCRIPTION

The BCI, in partnership with Buckinghamshire New University, offers the Business Continuity Institute Diploma (DBCI). This is a 30-week long, distance-learning programme which is a more in-depth study of Business Continuity Management (BCM), good practice and its issues. This is ideal for professionals seeking higher qualifications in business continuity (BC) with a more academic focus.

### THE DBCI OFFERS A WIDE RANGE OF VALUE-ADDED BENEFITS

**Professional Competency:** The DBCI covers the theoretical foundations of BC. Getting a Diploma certifies in-depth knowledge of BC and complements practical experience in the field. It is also ideal for professionals who wish to begin or move into a career in BC.

**Academic Qualification:** The DBCI comes with an award of 90 UK Higher Education credits. You may choose to 'top up' these credits in order to get a higher academic qualification in the UK and the rest of Europe. Such UK Higher Education credits are also valued by regions in the rest of the world.

**Employer Recognition:** Unlike other professional credentials, credits earned under the DBCI are recognised throughout Europe and may be aligned with international equivalents in the rest of the world. This gives you a professional edge with employers recognising the value of your qualifications.

**Professional Status:** The DBCI is a certified grade of BCI membership which recognises your professional status. Upon completion of the Diploma and subject to proof of professional experience, you may be entitled to progress to the grade of Member of the BCI (MBCI) or an Associate Member of the BCI (AMBCI). BCI Membership unlocks a whole suite of benefits that help you advance in your career.

The delivery of the programme allows you to schedule studies at your convenience. This is also a cost-effective way to obtain a world-class UK education. Tutors have strong industry and academic experience in BC and are available to give you guidance throughout the programme.

Diploma students are entitled to apply for **FREE BCI Student membership** for the duration of their studies, giving them full access to a wide range of high-quality business continuity and related resources through the BCI Members' Area to support their learning as well as a wide range of other value-added benefits, including Member discounts on BCI products and services.



## BCI Professional Practices Training



# POLICY AND PROGRAMME MANAGEMENT COURSE

PART OF THE POLICY AND PROGRAMME STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course covers all aspects of creating and managing a successful business continuity (BC) policy and a Business Continuity Management (BCM) programme in an organization. This is often the stage of the BCM Lifecycle where practitioners have to begin in any new role, and is essential to regularly revisit and review in any existing role.

This course provides the business continuity and resilience professional with the ability to identify key aspects of a successful policy and develop or revise one where required. Students will then learn how to use the BC policy to create, implement and manage the BCM programme as a part of building and improving organizational resilience.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Identify and develop the key aspects of a successful BC policy
- Implement a BC policy
- Use the BC policy to create, implement and manage the BCM programme
- Use the BCM programme as a tool to build organizational resilience



INSTRUCTOR LED  
CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who are responsible for BC policy and BCM programme management.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# EMBEDDING BUSINESS CONTINUITY COURSE

PART OF THE **EMBEDDING BUSINESS CONTINUITY** STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course is designed to introduce students to the art of designing and implementing effective embedding activities as a key part of the Business Continuity Management (BCM) Lifecycle. It provides a practical approach to the complexities of working with a broad range of stakeholders.

A successful BCM programme is not simply a collection of validated documents. Documents are only half the story, the other half is the creation of capable individuals who can utilize plans and resources by putting them into practice to build organizational resilience. Successfully embedding business continuity requires a collaborative approach across the organization.

**This course is based on the BCI Good Practice Guidelines.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Provide an overview of the essential elements of embedding business continuity as part of the BCM Lifecycle
- To engage in workshop discussions about organizational culture, competencies and managing a training and awareness programme
- To offer examples of ways forward to effectively embed business continuity that exploits opportunities and minimizes risks



INSTRUCTOR LED  
CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

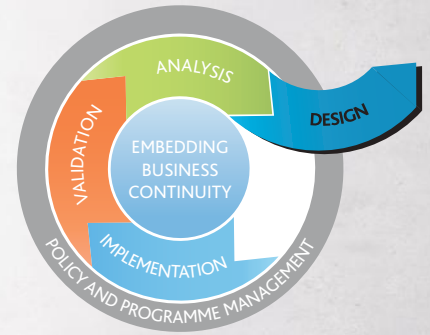
### WHO SHOULD ATTEND?

Business continuity and resilience professionals who are required to design and implement a business continuity embedding programme.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# INCIDENT RESPONSE AND CRISIS MANAGEMENT COURSE

INTRODUCED IN THE **DESIGN** STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course is a comprehensive learning opportunity covering all aspects of developing and implementing an incident response structure and crisis management capability. It begins with learning how to build an incident response structure, as introduced in the Design stage of the Business Continuity Management (BCM) Lifecycle, and goes beyond incident management into learning how to build a crisis management capability in an organization.

This course provides the business continuity and resilience professional with the opportunity to gain a deeper knowledge and understanding of this subject as well as the opportunity to apply this knowledge in the classroom using a case study and an exercise.

The course is broken down into modules exploring the concepts and principles of incident and crisis management and what tools and techniques can be applied when anticipating and assessing incidents. It also looks at the key activities, roles and responsibilities required for effective incident and crisis management.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301 and BS 11200.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Understand the principles, strategies and techniques for incident response and crisis management
- Develop the knowledge and skills necessary for implementing an effective structure and processes for responding to, and managing, incidents and crises



INSTRUCTOR LED  
CLASSROOM BASED



2 DAYS

### COURSE DELIVERY

This BCI training course is delivered as a two-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who require in-depth knowledge and an understanding of how to build an incident and crisis management capability in an organization.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

This course is not a crisis leadership or crisis communications training course but is designed for those with responsibilities for developing and implementing incident and crisis management plans and procedures, and who may have an active role in a crisis management team.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.





## BCI Professional Practices Training



# DESIGNING BUSINESS CONTINUITY SOLUTIONS COURSE

PART OF THE DESIGN STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This one-day learning experience will cover how to design appropriate business continuity (BC) solutions, determine recovery objectives and prepare for the Implementation stage of the Business Continuity Management (BCM) Lifecycle, as well as designing an effective incident response structure.

This course provides the business continuity and resilience professional with the opportunity to gain a deeper understanding of the Design stage of the BCM Lifecycle. The Design stage builds on the outcomes from the Analysis stage.

During this course students will use a case study and take part in group discussions and exercises.

**This course is based on the BCI Good Practice Guidelines.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Understand and explore the options for designing business continuity solutions
- Set recovery point objectives and recovery time objectives
- Prepare for the Implementation stage of the BCM Lifecycle
- Design an effective incident response structure



INSTRUCTOR LED CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who require in-depth knowledge and an understanding of how to design business continuity solutions appropriate for their organization.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# BUSINESS IMPACT ANALYSIS (BIA) COURSE

PART OF THE **ANALYSIS** STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course provides an in-depth look into the Analysis stage of the Business Continuity Management (BCM) Lifecycle. It provides the business continuity and resilience professional with the opportunity to gain a deeper knowledge and understanding of this key skill area.

The course is broken down into modules, exploring the concept of Business Impact Analysis as well as the practical application using a number of different case studies. Students have the option of using their own organization as a case study.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301, ISO 22313 and ISO/TS 22317.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Understand the Business Impact Analysis (BIA) process
- Understand how to structure the BIA process
- Apply the methods available to conduct a BIA
- Utilise the information from the BIA to design the most appropriate business continuity recovery strategies



INSTRUCTOR LED  
CLASSROOM BASED



1 DAY or 2 DAYS

### COURSE DELIVERY

This BCI training course is delivered as a one or a two-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

The one and two-day versions cover all aspects of the BIA process, whilst the two-day option provides the students with an additional opportunity to use their own organization as a case study in the practical exercises.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who require in-depth knowledge and an understanding of how to carry out a BIA at all levels of an organization.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# DEVELOPING AND MANAGING THE BUSINESS CONTINUITY PLAN COURSE

PART OF THE **IMPLEMENTATION** STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course will cover how to develop business continuity (BC) plans, about invocation and action plans, and how to make the business continuity plan operational. The activity in this training course leads into the Validation stage of the Business Continuity Management (BCM) Lifecycle.

This course provides the business continuity and resilience professional with the opportunity to gain more in depth knowledge of the Implementation stage of the BCM Lifecycle. The Implementation stage is where the business continuity plan is developed, managed and implemented as a key element of the overall BCM programme.

During this course students will be using a case study and taking part in group discussions and exercises.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Develop business continuity plans
- Determine how and when to invoke the plans
- Create action plans and checklists
- Manage the business continuity plans



INSTRUCTOR LED  
CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who require in-depth knowledge and an understanding of how to develop, manage and implement business continuity plans appropriate for their organization.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# DESIGNING AND DELIVERING EFFECTIVE EXERCISES COURSE

PART OF THE **VALIDATION** STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course provides the business continuity and resilience professional with the knowledge of how to design and develop exercises that work.

Designing and delivering effective exercises is a skill to be mastered for any business continuity and resilience professional. A key part of the Validation stage of the Business Continuity Management (BCM) Lifecycle, exercising the BCM programme for some is the most interesting part of the job. It helps us to practice what to do when things go wrong, and builds confidence and a capability that means the organization can more effectively respond, recover, take opportunities, and learn from a disruption. Exercises are the best way to test our systems, rehearse our plans, and a chance to safely prepare our people.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301 and ISO 22398.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Select appropriate exercise aims, objectives and formats
- Develop realistic and engaging scenarios
- Understand how to resource and coordinate delivery
- Carry out post exercise evaluations and report lessons learned



INSTRUCTOR LED CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who are responsible for developing and delivering exercises. This course is also suitable for those professionals in related disciplines who need to learn how to effectively exercise plans.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# VALIDATING YOUR BCM PROGRAMME COURSE

PART OF THE **VALIDATION** STAGE OF THE BCM LIFECYCLE

### COURSE DESCRIPTION

This course will help students understand how to determine their organization's existing level of Business Continuity Management (BCM) programme maturity, and to prepare for, write and execute an assessment or audit.

Validation is a key part of the BCM Lifecycle. The process of validation provides assurance that your plans and capabilities remain current and fit for purpose and identifies any areas for revision or improvement.

This course will explore how to develop a comprehensive exercise programme to ensure that all elements of the BCM Lifecycle are validated.

The course, as well as instruction, will be practical and 'hands on' allowing students to practice the skills and techniques taught.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301 and ISO 22398.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Explain the elements which make up validation activities
- Describe how validation can be carried out on each element of the BCM Lifecycle
- Demonstrate an understanding of continuous improvement and be able to evaluate its implementation
- Plan an exercise programme
- Design, prepare and conduct an evaluation of a BCM programme



INSTRUCTOR LED  
CLASSROOM BASED



1 DAY

### COURSE DELIVERY

This BCI training course is delivered as a one-day course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who are responsible for validating BCM programmes.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.



## BCI Professional Practices Training



# SUPPLY CHAIN RESILIENCE COURSE

### COURSE DESCRIPTION

This course is about understanding supply chains, how they are managed and how to add resilience measures to them, and therefore, the business. It is about how to engage with those responsible for procurement and their teams to embed business continuity and resilience into the business supply chain.

In the current climate of financial austerity, volatile markets and globalisation, supply chains are often under complex and global pressure. Suppliers may be located in areas of the world that suffer considerable threats from severe weather systems and many logistical problems.

Top Management often has a Chief Procurement Officer (CPO) whose mission is to add value to the business as part of the business plan. On this course you will learn how to offer the procurement team the comfort of knowing that the resilience measures you are proposing, are an investment in resilience and a value for money proposition for the business, through cost benefit analysis.

Students will learn the terminology used by procurement professionals and how to influence decisions on awarding contracts to more resilient suppliers to create resilient supply chains.

**This course is based on the BCI Good Practice Guidelines and reflects the current global thinking from ISO 22301 and ISO/TS 22317 and ISO/TS 22318.**

### COURSE OBJECTIVES

The objectives of this training course are to provide students with the ability to:

- Understand supply chains and their component parts
- Develop value for money supply chain resilience solutions
- Understand how to engage with staff responsible for awarding more resilient contracts
- Create Top Management reports such that the report supports the concepts of building supply chain resilience



INSTRUCTOR LED  
CLASSROOM BASED



1 or 2 DAYS

### COURSE DELIVERY

This BCI training course is delivered as either a one-day theory course or a two-day theory and practice course, classroom based, by the BCI's global network of licensed Training Partners and Approved BCI Instructors.

### WHO SHOULD ATTEND?

Business continuity and resilience professionals who are responsible for their organization's BCM programme with a need to understand the importance of supply chain resilience and how to incorporate this into every day practice.

It is recommended that students have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

### CERTIFICATE OF ATTENDANCE

All students will receive an official certificate of attendance directly from the BCI.