



## Business Continuity Foundation

**Duration: 2 Days**    **Course Code: S-BCF**

### Overview:

The SECO Institute Business Continuity Foundation certificate is based on ISO/IEC 22301 and covers the basic concepts of business continuity. The certificate demonstrates you have acquired a solid grounding in the most important theoretical and practical aspects of business continuity.

### Target Audience:

Facility managers Security managers Information managers Service level managers Marketing managers Supply chain managers Team managers IT employees

### Objectives:

- Developing a Business Continuity Process
- Identifying Threats and Vulnerabilities
- Developing and Implementing a Business Continuity Plan
- Testing and Maintaining Business Continuity

### Prerequisites:

Candidates should possess basic knowledge of business continuity.

### Content:

#### Module 1: Developing a Business Continuity Process

- The BCM process and recognizing the steps within the process (inclusion, input, and output)
- BCM as a supporting process within the organization
- Position of the BCM process with other processes in the organization
- Researching the status of the BCM process in an organization and the steps to improve the process
- Designing a BCM process from an organizational point of view
- Distinguishing between tasks, responsibilities and policy
- The BCM policy and how this is set out in a policy document.

#### Module 2: Identifying Threats and Vulnerabilities

- The consequences if a product or service has not been delivered as agreed
- What the maximum downtime of processes should be
- How take preventive measures and when to use these measures

#### Module 3: Developing and Implementing a Business Continuity Plan

- The different components of a plan
- The costs and benefits of each plan
- Who is responsible for which plan within the organization
- The structure of a plan
- Organizational resiliency recovery from a threat that has hit the organization

## Further Information:

For More information, or to book your course, please call us on 0800/84.009

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