



## Business Continuity Foundation

**Duration: 5 Days    Course Code: S-BCF**

### Overview:

This course from SECO Institute will provide you with the basic knowledge and foundational understanding of business continuity practices. With an emphasis on process, tasks, and policies, this two day course will provide you with a thorough introduction to business continuity, its details, and its benefits.

### 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

### 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 Head Office Tel.: +974 40316639

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