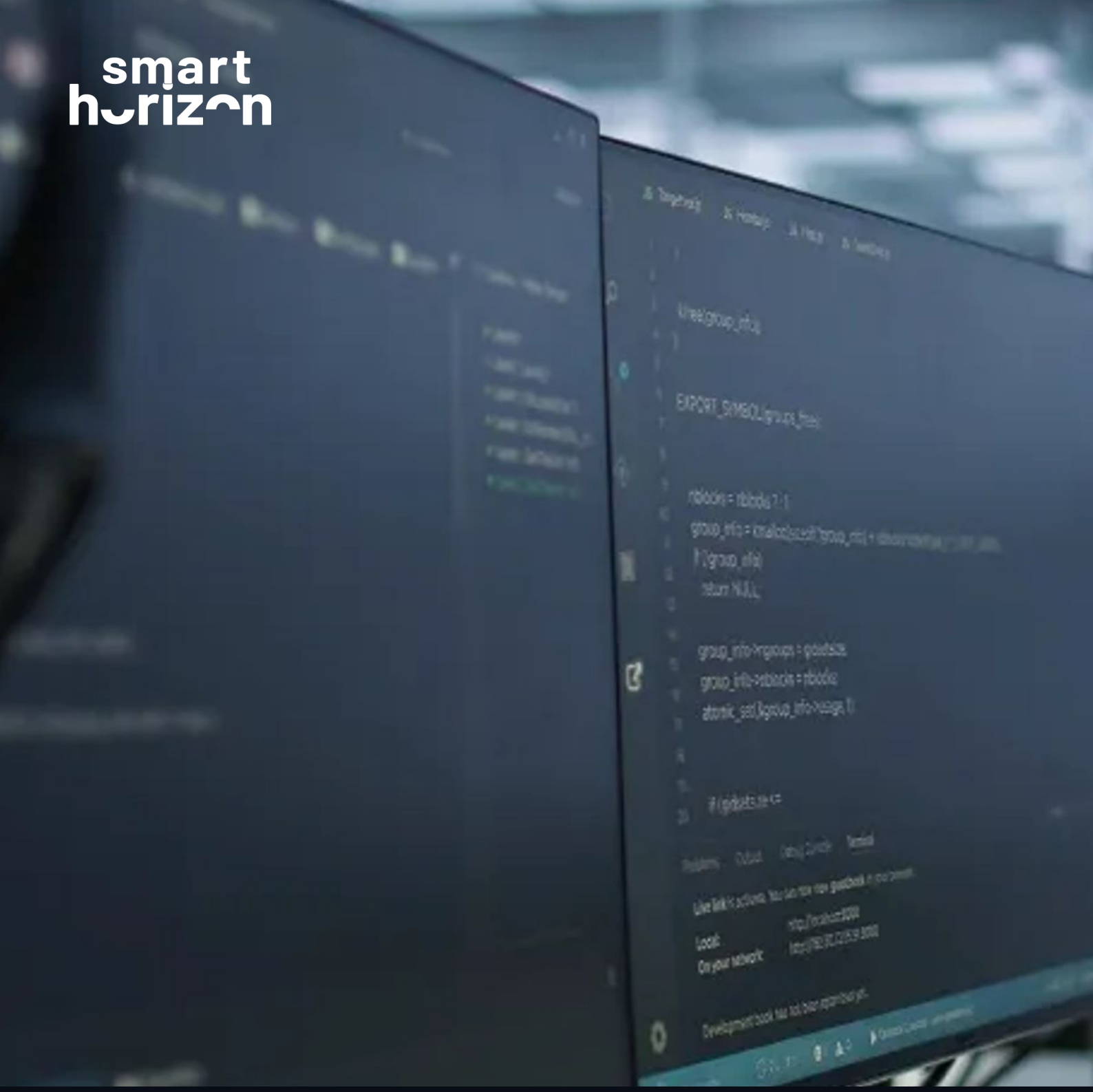


BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Business Continuity Management & IT Disaster Recovery

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course provides a comprehensive understanding of Business Continuity Management (BCM) and IT Disaster Recovery (DR) strategies. Participants will learn to assess risks, develop recovery plans, and implement effective BCM frameworks tailored to their organisations' needs, ensuring resilience in the face of disruptions.

Organisations face increasing threats from cyber incidents, natural disasters, and operational failures, making effective Business Continuity Management (BCM) and IT Disaster Recovery (DR) strategies essential for maintaining operational integrity. These strategies help minimise downtime, protect critical assets, and ensure organisational resilience. Participants will engage in practical exercises that simulate real-world scenarios, enhancing their ability to safeguard their organisation's continuity and recovery processes. By mastering BCM and DR, professionals can make informed decisions that align with organisational goals, improve stakeholder confidence, and ensure compliance with industry regulations, ultimately contributing to business stability and success.
This course equips professionals with the skills to analyse vulnerabilities, design robust recovery plans, and implement BCM frameworks effectively. Participants will practice developing detailed Business Continuity Plans (BCPs) and IT Disaster Recovery Plans (DRPs), ensuring they can respond to disruptions efficiently. They will also learn to conduct thorough risk assessments, prioritise recovery strategies based on business impact analysis, and communicate effectively with stakeholders. The hands-on approach fosters collaboration and critical thinking, enabling participants to address specific workplace challenges. By the end of the course, attendees will have the tools and confidence to enhance their organisation's resilience and ensure a swift recovery from incidents.

Professional Problems This Course Is Designed to Solve

- Critical business dependencies and recovery priorities not clearly mapped.
- Continuity and IT recovery plans developed in isolation.
- Untested recovery arrangements and unclear incident responsibilities.

Course methodology

The course employs a blend of case studies, group discussions, and hands-on simulations to build practical skills in Business Continuity Management (BCM) and IT Disaster Recovery (DR). Participants will work on real-life scenarios that require them to assess risks, develop recovery strategies, and present their plans. Specific exercises include creating risk assessments, drafting Business Continuity Plans (BCPs), and developing IT Disaster Recovery Plans (DRPs). Outputs will include detailed recovery plans and risk assessments, demonstrating their understanding of BCM principles and practices. This interactive approach ensures participants can apply their knowledge effectively in their organisations, fostering a deeper understanding of BCM and DR processes.



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Course objectives

By the end of this course, participants will be able to:
• Analyse organisational vulnerabilities and risks related to business continuity.
• Design a comprehensive Business Continuity Plan (BCP) tailored to specific organisational needs.
• Assess the effectiveness of existing IT Disaster Recovery plans and identify gaps.
• Construct a detailed IT Disaster Recovery Plan (DRP) that addresses critical systems and processes.
• Prioritise recovery strategies based on business impact analysis results.
• Evaluate the compliance of BCM and DR practices with relevant standards and regulations.
• Justify the allocation of resources for BCM initiatives based on risk assessments.
• Implement a BCM training and awareness programme for staff engagement.

Target audience

This course is suitable for:
• Business Continuity Managers responsible for developing and implementing BCM strategies.
• IT Managers tasked with ensuring the resilience of IT systems and disaster recovery planning.
• Risk Management Professionals who assess and mitigate organisational risks.
• Compliance Officers ensuring adherence to regulatory requirements in BCM and DR.

Target competencies

Participants will develop competencies in:
• Conducting risk assessments to identify potential threats.
• Developing and documenting effective Business Continuity Plans.
• Implementing IT Disaster Recovery strategies for critical systems.
• Facilitating training sessions on BCM and DR awareness.
• Evaluating the effectiveness of BCM and DR frameworks.
• Communicating recovery strategies to stakeholders effectively.

Course outline

Day 1: Understanding Business Continuity Management

Applied activity: Participants will conduct a risk assessment for a fictional organisation, identifying potential threats and their impacts on business operations. They will categorise risks based on likelihood and severity, leading to a prioritised list of vulnerabilities and mitigation strategies.
Output: A comprehensive risk assessment report highlighting key vulnerabilities and proposed mitigation strategies.



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09:00–09:54	Define Business Continuity Management and its critical importance in modern organisations.
09:54–10:48	Identify key components of a BCM framework that supports organisational resilience.
10:48–11:00	Explore relevant standards and regulations (ISO 22301) that guide BCM practices.
11:00–11:30	**Coffee break**
11:30–12:12	Explore relevant standards and regulations (ISO 22301) that guide BCM practices. (continued)
12:12–13:06	Discuss the role of risk assessment in identifying vulnerabilities and threats.
13:06–14:00	Examine case studies of successful BCM implementations across various industries.

Day 2: Developing Business Continuity Plans

Applied activity: Working in groups, participants will draft a Business Continuity Plan for a fictional company, focusing on critical functions and recovery strategies. They will present their BCP to the class for feedback and refinement.
Output: A detailed Business Continuity Plan document tailored to the fictional organisation.

09:00–09:54	Outline the structure and essential elements of a Business Continuity Plan (BCP).
09:54–10:48	Identify critical business functions and processes that require prioritisation in recovery efforts.
10:48–11:00	Develop recovery strategies for essential operations, including resource allocation and timelines.
11:00–11:30	**Coffee break**
11:30–12:12	Develop recovery strategies for essential operations, including resource allocation and timelines. (continued)
12:12–13:06	Incorporate communication plans into BCPs to ensure stakeholder engagement during crises.
13:06–14:00	Review examples of effective BCPs from various industries to identify best practices.

Day 3: IT Disaster Recovery Planning

Applied activity: Participants will create an IT Disaster Recovery Plan for a specific IT system within the fictional organisation, detailing recovery objectives, strategies, and resource requirements. They will present their DRP for peer review.
Output: A comprehensive IT Disaster Recovery Plan outlining recovery strategies for critical IT systems.

09:00–09:54	Define IT Disaster Recovery and its relationship to overall Business Continuity Management.
09:54–10:48	Identify critical IT systems and data that must be prioritised for recovery.



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10:48–11:00	Develop an IT Disaster Recovery Plan (DRP) framework that addresses recovery objectives and strategies.
11:00–11:30	Coffee break
11:30–12:12	Develop an IT Disaster Recovery Plan (DRP) framework that addresses recovery objectives and strategies. (continued)
12:12–13:06	Explore backup and recovery technologies and solutions that support IT resilience.
13:06–14:00	Assess the impact of downtime on business operations and the importance of timely recovery.

Day 4: Testing and Maintaining BCM and DR Plans

Applied activity: Participants will design a testing plan for their BCP and DRP, including scenarios, objectives, and evaluation criteria. They will role-play a testing session to identify strengths and weaknesses in their plans and suggest improvements.
Output: A testing plan document outlining scenarios, objectives, and evaluation methods.

09:00–09:54	Discuss the importance of regularly testing BCM and DR plans to ensure effectiveness.
09:54–10:48	Identify different testing methodologies (tabletop, simulation, etc.) suitable for various scenarios.
10:48–11:00	Develop a testing schedule and maintenance plan for BCM and DR to ensure ongoing relevance.
11:00–11:30	Coffee break
11:30–12:12	Develop a testing schedule and maintenance plan for BCM and DR to ensure ongoing relevance. (continued)
12:12–13:06	Evaluate the results of tests and incorporate lessons learned into plan updates.
13:06–14:00	Review case studies of BCM and DR plan failures to identify common pitfalls.

Day 5: Integrating BCM and DR into Organisational Culture

Applied activity: Participants will create a training programme for staff on BCM and DR awareness, including objectives, content, and delivery methods. They will present their training plan to the group for critique and suggestions for improvement.
Output: A comprehensive training programme document for BCM and DR awareness.

09:00–09:54	Explore strategies for fostering a culture of resilience within the organisation.
09:54–10:48	Identify training needs for staff engagement in BCM and DR initiatives.
10:48–11:00	Develop a BCM training and awareness programme that addresses organisational needs.



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11:00–11:30	**Coffee break**
11:30–12:12	Develop a BCM training and awareness programme that addresses organisational needs. (continued)
12:12–13:06	Communicate the value of BCM and DR to stakeholders and leadership effectively.
13:06–14:00	Assess the long-term sustainability of BCM initiatives and their integration into daily operations.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,820.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
London Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,450.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Dubai Confirmed dates	7 Dec 2026	11 Dec 2026	**£3,150.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,650.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Rome Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,450.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
Paris Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,860.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Istanbul Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,650.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Amsterdam Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,540.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Singapore Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,820.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,890.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
London Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	12 Apr 2027	16 Apr 2027	**£3,150.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Frankfurt Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,650.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Vienna Confirmed dates	3 May 2027	7 May 2027	**£2,940.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	10 May 2027	14 May 2027	**£1,450.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Paris Confirmed dates	24 May 2027	28 May 2027	**£2,860.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.–**
Istanbul Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,650.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Amsterdam Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,540.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Rome Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Singapore Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,820.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,450.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Dubai Confirmed dates	9 Aug 2027	13 Aug 2027	**£3,150.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Frankfurt Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,650.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,890.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Paris Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,860.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,650.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Amsterdam Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,540.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Barcelona Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,840.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,820.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
London Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,450.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**
Dubai Confirmed dates	6 Dec 2027	10 Dec 2027	**£3,150.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Frankfurt Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,650.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online