

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Tabletop Exercise Facilitation

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Tabletop exercises let teams rehearse crisis and continuity plans safely. This course teaches how to design and facilitate effective tabletop exercises: setting objectives, writing realistic scenarios and injects, choosing participants, facilitation techniques, evaluation, debriefs and turning lessons into improvements.

Well-run exercises reveal gaps before real incidents do. You will learn to design and lead exercises that teams find valuable.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Scenario design workshops, facilitation practice, evaluation exercises and peer feedback.

Course objectives

By the end of this course, participants will be able to:
• Set objectives for tabletop exercises
• Design realistic scenarios and injects
• Select and brief participants
• Facilitate discussions effectively
• Evaluate performance against objectives
• Run debriefs and track improvement actions

Target audience

This course is suitable for:
• Business continuity and crisis managers
• Emergency planners
• Risk managers
• Trainers and facilitators
• HSE professionals



Course content

Target competencies

Participants will develop competencies in:

- Exercise design
- Scenario writing
- Facilitation
- Evaluation
- Debriefing

Course outline

Day 1: Exercise Programmes

09:00–10:08	Types of exercises
10:08–11:00	Why tabletops
11:00–11:30	**Coffee break**
11:30–11:45	Why tabletops (continued)
11:45–12:53	Objectives
12:53–14:00	Exercise

Day 2: Scenarios

09:00–10:08	Scenario development
10:08–11:00	Injects
11:00–11:30	**Coffee break**
11:30–11:45	Injects (continued)
11:45–12:53	Realism
12:53–14:00	Workshop

Day 3: Preparation

09:00–10:08	Participants
10:08–11:00	Logistics
11:00–11:30	**Coffee break**



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11:30–11:45	Logistics (continued)
11:45–12:53	Briefing materials
12:53–14:00	Exercise

Day 4: Facilitation

09:00–10:08	Facilitation techniques
10:08–11:00	Managing dynamics
11:00–11:30	**Coffee break**
11:30–11:45	Managing dynamics (continued)
11:45–12:53	Time
12:53–14:00	Practice session

Day 5: Evaluation

09:00–10:08	Evaluation methods
10:08–11:00	Debriefs
11:00–11:30	**Coffee break**
11:30–11:45	Debriefs (continued)
11:45–12:53	Action tracking
12:53–14:00	Action plan

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.



Course content

Dates, venues and fees

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

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,450.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Dubai Confirmed dates	30 Nov 2026	4 Dec 2026	**£3,150.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
Barcelona Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,840.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,450.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**£3,150.–**



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.–**
Cape Town Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,890.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Vienna Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,940.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
London Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Amsterdam Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,540.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Paris Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,860.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**£3,150.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,890.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Barcelona Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,840.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Cape Town Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,890.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Vienna Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,940.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**
Rome Confirmed dates	29 Nov 2027	3 Dec 2027	**£2,450.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.-**

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