

Certified Business Continuity Professional (CBCP)

Duration: 3 days (24 Hours)

Training Objectives:

Day 1: Business Continuity Fundamentals & Risk Analysis

Module Information – 1

1. Introduction to Business Continuity Planning

- What is BCP and why it matters
- BCP vs Disaster Recovery vs Crisis Management

2. Business Continuity Planning Strategy

- Aligning BCP with business strategy
- Preventive vs reactive approaches

3. Crisis Management

- Types of crises
- Crisis response framework

4. Multilateral Continuity Planning

- Coordinating across departments and locations
- Internal and external dependencies

5. Marketing Protection

- Protecting brand and reputation during disruptions

6. Operational Risk Management

- Identifying operational vulnerabilities

7. Disaster Recovery Planning

- Functional components and key definitions
- Relationship between BCP and DRP

8. Planning to Recover Your Data

- Data backup, recovery objectives (RTO, RPO)

9. Organization Planning Model

- Governance and ownership of continuity planning

10. Risk Analysis and Business Impact Analysis (BIA)

- Identifying threats and vulnerabilities
- Assessing business impact

11. Risk Evaluation and Control

- Risk prioritization
- Mitigation and control strategies

 *Activities:* Risk assessment exercise, BIA worksheet

Day 2: Continuity Planning Teams & Industry Strategies

Module Information – 2

1. Identifying and Selecting Planning Teams

- Roles and responsibilities
- Cross-functional coordination

2. Risks, Controls, Relationships, and Critical Functions

- Mapping critical processes and controls

3. Definition of Critical Functions and Applications

- Determining mission-critical operations

4. Emergency Planning and Control of Communication Networks

- Internal and external communication plans
- Crisis communication protocols

5. Project Initiation and Management

- Managing BCP as a structured project

6. Business Continuity Strategies for Financial Services

- Regulatory and operational considerations

7. Business Continuity Strategies for Manufacturing & Logistics

- Supply chain resilience
- Facility and asset protection

8. Business Continuity for Telecommunications

- Network continuity and redundancy

9. Strategies for IT and Communications

- Infrastructure resilience
- Cloud, backup, and failover strategies

 *Activities:* Critical function mapping, industry case discussions

Day 3: Recovery, Testing, Auditing & People Management

Module Information – 3

1. Recovery Teams

- Structure and responsibilities
- Decision-making under pressure

2. Vendor Roles and Back-up Methods

- Third-party risk management
- Alternate vendors and contracts

3. Strategies for Funding Recovery

- Financial preparedness
- Insurance and contingency funds

4. Managing Recovery Plan Development

- Documentation and ownership
- Version control and updates

5. Emergency Response and Operations

- Immediate response actions
- Coordination with authorities

6. Business Continuity Auditing

- Compliance and effectiveness reviews

7. Business Continuity Testing

- Types of tests: tabletop, simulation, full-scale
- Learning from test results

8. Verbal and Written Skills

- Communication during crises
- Clear documentation and reporting

9. Coping with People in Recovery

- Stress, emotions, and leadership during recovery

10. Selecting the Tools to Support the Process

- BCM software and tracking tools

11. The Missing Elements

- Common gaps in continuity planning
- Lessons learned and best practices

12. Integration & Action Planning

- Building or improving participants' BCP roadmap
- Key takeaways and next steps