<u>CBCI Certification Training Program</u>

- <u>Training Overview</u>

The CBCI Certification Course is based on the BCI Good Practice Guidelines (GPG) Edition 7.0, the independent body of knowledge for good business continuity (BC) practices.

The course is designed for those individuals seeking to complement practical experience in business continuity or a related field through some formal business continuity training based on the Good Practice Guidelines.

More specifically, the CBCI Certification Course is aimed at those professionals wishing to achieve an internationally recognized qualification in business continuity through the Certificate of the BCI Examination (CBCI). This can lead to becoming a member of the BCI, which provides internationally recognized status and demonstrates both professional and technical competency in business continuity.

<u>Training Objectives</u>

- ✓ Equip the knowledge and understanding you require to be able to practice business continuity.

- ✓ Provide an accepted benchmark against which the technical and professional competency of business continuity professionals can be effectively measured and examined.

- ✓ Provides practical insights into good business continuity practice and expertise by learning from some of the best business continuity professionals in the industry.

- ✓ Prepares you for the Certificate of the BCI (CBCI) examination.

- ✓ Teaches you not just the 'what' to do, but also the 'why', 'how' and 'when' of good business continuity practice.

- ✓ Upon successful completion of the examination, delegates are entitled to use the CBCI credentials and also receive complimentary membership to the BCI for 12 months (providing they are a new member of the BCI).

- ✓ Completing the CBCI Certification Course will contribute towards your Continuing Professional Development (CPD).

- <u>Training Duration</u>

- ✓ 3 days.

- <u>Training Audience</u>

- ✓ Gain a solid knowledge and understanding of the BCI's Good Practice Guidelines.

- ✓ Gain the expertise required to practice business continuity.

- ✓ Be thoroughly prepared to take the CBCI examination.

- ✓ Gain practical insight into good business continuity practice.

- ✓ Benefit from the knowledge of and lessons learned by experienced business continuity practitioners.

- **Training Methodology**

  - ✓ Lecturing.

  - ✓ Workshops.

- **Training Outlines**

Day	Outlines
1	- PP1 –Establishing a Business Continuity Management System. - Establishing a BCMS. - Defining the Scope of the BCMS. - Establishing the BC Policy. - Establishing Governance. - PP2 - Embracing Business Continuity. - Understanding the Organization's Culture. - Understanding the BC Culture. - Indicators of Executive Management Embracing BC. - Improving the Organization's BC Culture. - Measuring the Organization's BC Culture. - Outcomes and Benefits of Embracing BC. - PP3 -Analysis. - Business Impact Analysis. - The BIA Process. - BIA - Roles and Responsibilities. - BIA – Methods. - Evaluating Impacts to Determine the MTPD and RTO. - The Product and Services BIA. - The Process BIA. - The Activity BIA. - Consolidated Analysis. - Risk Assessment.

2	- PP4 - Solutions Design. - Strategies to Resume Business Operations. - Resource Considerations to Resume Business Operations. - Solutions Design and Selection. - People and Management Strategy. - Mitigating Unacceptable Risks and Single Points of Failure. - PP5 - Enabling Solutions. - Implementing BC Solutions - General Principles. - Designing the Response Structure. - Strategic Team. - Tactical Team. - Operational Team. - Communications. - Developing and Managing Plans. - Plan Content. - Strategic Plan. - Crisis Communication Plan. - Tactical Plan. - People Welfare Aspects in Emergency Response Plans. - Operational Plans. - Process for Returning to BAU. - Plans for Specific Situations.
3	- PP6 – Validation. - Developing an Exercise Program. - Developing an Exercise. - Planning the Exercise. - Debriefing. - Maintenance. - Review. - Audit. - Self-Assessment. - Quality Assurance (QA). - Performance Appraisal. - Supplier Performance.

	- Post-Incident Review.
	- Management Review.
	CBCI Mock Exam Questions.