

# TOC Certified Business Continuity Professional (CBCP)

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## 3-day TOC

### Day 1

#### Program Management

- Establishing the need for a business continuity program
- Securing support and funding
- Building the organizational framework
- Introducing key concepts such as risk awareness, identification of critical functions, recovery strategies, training, and exercising/testing

#### Risk Assessment

- Identifying risks that can adversely affect resources or reputation
- Assessing risks to determine potential impacts
- Determining effective use of resources to mitigate risks

#### Business Impact Analysis (BIA)

- Identifying and prioritizing functions and processes
  - Assessing resources required for BIA
  - Analyzing findings to identify gaps between requirements and capabilities
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### Day 2

#### Business Continuity Strategies

- Developing strategies to maintain and recover critical functions
- Evaluating and selecting appropriate recovery options

#### Incident Response

- Developing and implementing incident response plans
- Establishing procedures for responding to disruptions

#### Plan Development and Implementation

- Documenting plans to manage disruptions
- Implementing business continuity plans

#### Awareness and Training Programs

- Establishing training programs to prepare staff
  - Promoting awareness of business continuity plans
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### **Day 3**

#### **Business Continuity Plan Exercise, Assessment, and Maintenance**

- Testing and exercising plans to ensure effectiveness
- Assessing and updating plans regularly

#### **Crisis Communications**

- Developing communication plans for crisis situations
- Ensuring stakeholders are informed during disruptions

#### **Coordination with External Agencies**

- Collaborating with external organizations and agencies
  - Ensuring alignment with external requirements and best practices
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