

Complete Continuity Training Academy Courses

“A Business Continuity Plan is only as good as the people that use it!”

ContinuitySA BCM Training and Awareness Service Offerings

The ContinuitySA training academy offers standardised and customisable training solutions for all elements of BCM and for different audiences. The holistic, practical and in-depth solutions offer value for money and are facilitated by experienced and knowledgeable BCM practitioners. We offer the following courses; you may select between the different learning streams as shown below:

LEARNING STREAMS
IN-HOUSE
Employee Awareness: (30 minute session)
Complete Continuity® Practitioner Programme: (One Day)
Crisis Management: (1/2 Day Session)
Complete Continuity® Practitioner Programme: (Five Days)
Executive Overview (Two Hour Session)
ICT Continuity Programme (Two Days)
Other Customised Training (Two Days)
ISO ACCREDITED
Certified ISO 22301 Lead Implementer: (Five Days)
Certified ISO 22301 Foundation (Two Days)

The information below provides a list of each course, the audience for the course, the purpose and an indication of the course content:

Employee Awareness:

Duration: 30 minutes
Cost: R7,000 per session (max 10 delegates)
Audience: All staff members
Purpose: Building and embedding a sustainable BCM culture within the organisation through increased awareness of BCM concepts and benefits.

Programme content:

- Basics of BCM
- Examples of disasters/ incidents
- BCM drivers local and international
- BCM lifecycle synopsis
- BCM programme status within the company
- Risk Mitigation
- Emergency Response

The roles and responsibilities of staff members to their own BCM programme

Programme content:

- Basics of BCM
- Examples of disasters/ incidents
- Protecting shareholder value
- Governance and accountability
- BCM drivers local and international
- The roles and responsibilities of Executive management in BCM
- BCM lifecycle synopsis
- Risk Mitigation
- Emergency Response
- Testing and exercising
- BCM Maintenance and Audit

The roles and responsibilities of Executive management in BCM

Executive Overview:

Duration: Two hour session
Cost: R10,000 per session (max 10 delegates)
Audience: C-suite & Operational Executives
Purpose: Providing a high level awareness of BCM and conveying the importance of executive buy-in and accountability for the BCM implementation.

Complete Continuity® Practitioner Programme

Duration: Five-Days
Cost: R12,999 per person (Max 15 delegates)
Audience: Selected staff members responsible for BCM implementation or BCM activities
Purpose: A comprehensive programme designed to include all aspects of BCM required by managers and business continuity practitioners responsible for the implementation, management and maintenance of an effective business continuity management programme.

The focus of this course is to ensure that the delegates are able to understand the theory behind BCM implementation and the practical application thereof.

Programme content:

- Basics of BCM
- Origins of BCM
- Trends and observations
- BCM in context
- Standards and Compliance
- Elements of the BCM lifecycle
 - BCM policy and programme management
 - Embedding BCM
 - Analysis
 - Business Impact Analysis
 - Threat Analysis
 - Design
 - Identifying and selecting of appropriate recovery strategies and tactics
 - Implementation
 - Executing the agreed strategies and tactics through the process of developing the Business Continuity Plans
 - Validation
 - Ensuring continuous improvement through ongoing and scheduled exercising, maintenance and review
 - Measuring BCM maturity

Complete Continuity® Practitioner Programme

Duration: One-Day

**Cost: R3, 000 per delegate
(max 15 delegates)**

Audience: Selected staff members who have a Plan Owner responsibility

Purpose: A concise programme designed to include all aspects of BCM on a high level to enable Plan Owners/Department Heads/Operational Managers tasked with BCM responsibilities to understand what BCM is all about, how they fit into the bigger BCM programme and what is expected of them.

Programme content:

- Basics of BCM
- BCM in the organisations context
- Standards and Compliance
- Concise summary of elements of the BCM lifecycle
 - BCM policy and programme management
 - Embedding BCM
 - Analysis
 - Implementation
 - Validation
- Roles and responsibilities
- What is expected of you

ICT Continuity Programme

Duration: 2 Days

**Cost: R5,830 per delegate
(max 15 delegates)**

Audience: ICT staff members

Purpose: The purpose of ICT Continuity training is to familiarise IT staff with the Business Continuity Management discipline and its dependencies on IT. The training also covers the requirements as per ISO27031.

Programme content:

- Basics of BCM
- ICT Continuity related standards (ISO27031, ITIL, ISO27001)
- Relationship between BCM and ICT Continuity
- ICT Continuity lifecycle synopsis
- Building ICT Continuity solutions and practical implementation
- Testing ICT Continuity solutions

Crisis Management

Duration: 1/2 Day session

Audience: C-suite, Operational Executives, BCM Manager

Purpose: Empower the strategic team to effectively and efficiently respond to any crisis or incident affecting the viability of the organisation.

Programme content:

- Basics of BCM
- BCM and Crisis management in context
- Related drivers and standards
- Protecting your image (case study)
- BSI's PAS 200:2011
 - Understanding crises
 - Decision making under pressure
 - Developing a crisis management capability
 - Planning and preparing for crisis capability
 - Communication in a crisis
- Evaluating crisis management capability

Other Customised Training

Duration: Two-Days

**Cost: R5,830 per delegate
(max 15 delegates)**

Purpose: To provide a tailored BCM training solution based on organisational requirements.

Programme content:

Some of the additional topics that the customised training programmes can include are:

- 5 day complete continuity training

can be shortened and adapted for customer needs

- Operational Risk Management
- Corporate Governance
- ISO 22313 and ISO 22301 practical implementation
- BCM Maturity Assessment
- ICT Continuity Facilities Design
- Incident Management (Crisis Management)
- Emergency Response Management

Certified ISO 22301 – Lead Implementer

Duration: Five-Days

Cost: R 16, 500 per delegate

Purpose: This course enables participants to develop the necessary expertise to support an Organisation in implementing and managing a Business Continuity Management System. This course aims to demonstrate best practices to implement a BCMS.

Programme content:

- Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301 and initiating a BCMS
- Planning a BCMS based on ISO 22310
- Implementing a BCMS based on ISO 22301
- Controlling, monitoring and measuring a BCMS and the certification audit of a BCMS in accordance with ISO 22301
- ANSI Accredited Certification Exam

Certified ISO 22301 – Foundation

Duration: Two-Days

Cost: R 6, 500 per delegate

Purpose: This course provides participants an opportunity to learn about the best practices for implementing and managing a Business Continuity Management System (BCMS) as specified in ISO 22301, as well as the best practices for implementing a Business Continuity Process.

Programme content:

- Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301
- Implementing controls in Business Continuity according to ISO 22301 and Certification Exam

**“Make the reaction
ROUTINE!”**