New! # The BCI Good Practice Guidelines 2013 Training Course

Business Continuity Institute

Training & Education

The BCI Good Practice Guidelines Training Course has been revised to ensure that all the methodologies taught in this course are fully aligned to the Good Practice Guidelines (GPG) 2013, the independent body of knowledge for good Business Continuity (BC) practice, which was released in March 2013 by the Business Continuity Institute (BCI), the leading global membership organization for Business Continuity professionals.

Based on current global thinking in BC, the course has also been aligned to ISO 22301:2012, the new international standard for Business Continuity Management (BCM) to ensure its international relevance and global applicability.

The course offers a solid description of the methods, techniques and approaches used by BC professionals worldwide to develop, implement and maintain an effective BCM programme, as described in GPG 2013.

This training course is intended to meet the current and future technical and professional needs of BC professionals working in organizations of any type and size, in any industry or sector worldwide.
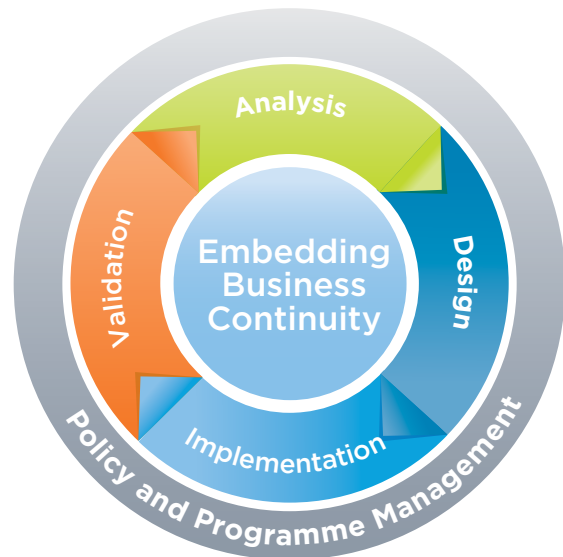
Who is the course aimed at?

The course is designed for those individuals seeking to complement practical experience in Business Continuity or a related field through some formal BC training based on the Good Practice Guidelines 2013. More specifically, it is aimed at those professionals wishing to achieve an internationally recognised qualification in Business Continuity through the Certificate of the BCI Examination (CBCI). It is the perfect choice for BC professionals aspiring to become a Statutory member of the BCI, which provides internationally recognised status and demonstrates both professional and technical competency in BC.

This course is intended for professionals working in the field of Business Continuity, Risk Management, Emergency Management, Disaster Recovery, Resilience, Security, Operations and anyone who has BC as part of their role.

Features
• Based on GPG 2013

• Written by experienced BC professionals

• Designed to drive the highest standards in global BC practice

• Based on current global thinking in BC

• Aligned to ISO 22301:2012, the international standard for BCM

• Modular – six modules, each one based on one of the six Professional Practices that make up the BCM Lifecycle, which lies at the heart of good BC practice

• Provides an accepted benchmark against which the technical and professional competency of BC professionals can be effectively measured and examined

• Delivered only by BCI Licensed Training Partners, all experienced BC professionals in their own right

The BCM Lifecycle
- improving organizational resilience

What does the course cover?
• Takes you through the BCM Lifecycle step by step, which sits at the heart of good BC practice

• Provides practical insights into all aspects pertaining to the development, implementation and management of a BCM programme within an organization through the use of case studies and real-life examples

• Covers the six Professional Practices (PP) at Management and Technical Level that make up the BCM Lifecycle, including:

Module One	Policy and Programme Management (PP1)
Module Two	Embedding Business Continuity (PP2)
Module Three	Analysis (PP3)
Module Four	Design (PP4)
Module Five	Implementation (PP5)
Module Six	Validation (PP6)

Benefits
• Teaches you not just the 'what' but also the 'why', 'how' and 'when' of good BC practice

• Equips you with the knowledge and understanding you require to be able to practise BC in line with GPG 2013

• Prepares you for the Certificate of the BCI Examination, which leads to an internationally recognised credential and post-nominal designation in BC (CBCI), and is the launching pad for Statutory Membership of the BCI

• Provides practical insights to good BC practice and expertise by learning from some of the best BC professionals in the industry

• Meets the current and future needs of BC professionals worldwide

The modules and the learning outcomes

Module One

This module takes the student through the Policy and Programme Management Professional Practice that is at the start of the BCM Lifecycle. This stage of the Lifecycle defines the organizational policy relating to Business Continuity (BC) and how that policy will be implemented, controlled and validated through a BCM programme.

At the end of Module One, the student will be able to:

1. Describe the stages of the BCM Lifecycle.

2. Explain how to develop a BC Policy.

3. Identify the requirements for determining the scope of the BCM programme.

4. Describe the approaches to defining governance of the BCM programme.

5. Summarize the process of implementing a BCM programme, and assigning roles and responsibilities.

6. Explain how project and programme management techniques can be used to implement the BCM programme and the importance of managing documentation.

7. Recognise the importance of managing outsourced activities and supply chain continuity.

Module Two

This module provides the student with an understanding of Embedding Business Continuity which is the Professional Practice that continually seeks to integrate BC into day-to-day business activities and organizational culture.

At the end of Module Two, the student will be able to:

1. Interpret organizational culture in the context of Embedding Business Continuity.

2. Assess the skills and competence requirements for Business Continuity.

3. Organize a training programme and awareness campaign as part of Embedding BC.

Module Three

This module provides the student with an understanding of the Analysis stage of the BCM Lifecycle that reviews and assesses an organization in terms of what its objectives are, how it functions and the constraints of the environment in which it operates.

At the end of Module Three, the student will be able to:

1. Describe the purpose and importance of the Business Impact Analysis (BIA).

2. Explain the different types of BIA and the activities associated with each one.

3. Develop and carry out a BIA.

4. Identify the key methods and outcomes of evaluating threats.

Module Four

This module provides the student with an understanding of the Design stage of the BCM Lifecycle that identifies and selects appropriate strategies and tactics to determine how continuity and recovery from disruption will be achieved.

At the end of Module Four, the student will be able to:

1. List the options and describe the process of selecting continuity and recovery strategies and tactics.

2. Define the purpose and explain the process of designing threat mitigation measures.

3. Define the purpose and explain the process of designing the incident response structure.

Module Five

This module provides the student with an understanding of the Implementation stage of the BCM Lifecycle that executes the agreed strategies and tactics through the process of developing the Business Continuity Plan (BCP).

At the end of Module Five, the student will be able to:

1. Describe the purpose and characteristics of the Business Continuity Plan (BCP).

2. Develop and manage a Business Continuity Plan (BCP).

3. Understand the key elements of Strategic plans and the importance of the Communications plan.

4. Explain the requirements of Tactical and Operational plans.

Module Six

This module provides the student with an understanding of the Validation stage of the BCM Lifecycle that confirms that the BCM Programme meets the objectives set in the BC Policy and that the organization's BCP is fit for purpose.

At the end of Module Six, the student will be able to:

1. Explain the purpose and process of developing an Exercise Programme.

2. Identify different types of exercises and differentiate between them in terms of scale and complexity.

3. Develop, run and evaluate an exercise.

4. Assess the Maintenance activities required within the BCM programme.

5. Define the purpose and describe the methods of the Review of the BCM programme.

Delivered by experienced BC professionals

Get certified with the BCI

How is it delivered?
The BCI Good Practice Guidelines Training Course is delivered in an interactive classroom-based environment to ensure the maximum benefit to students. The training is delivered by BCI Licensed Training Partners, all of whom are experienced and respected Business Continuity professionals, bringing a wealth of real-life experience and expertise to the classroom.

The course duration ranges from 3 to 5 days maximum depending on whether you choose the standard or extended day format and which Training Partner you select. It is also offered as a live, online training experience, which combines all the advantages of eLearning with the benefits of being supported by an instructor.

For group bookings, training can be delivered onsite or at a location of your own choosing. Please visit **www.thebci.org** for more information on courses and BCI Licensed Training Partners.

To ensure you get the maximum benefit this course, we recommend that you read and study the Good Practice Guidelines (GPG) before attending the course. Copies of the GPG 2013 can be purchased from the BCI website at **www.thebci.org**. If you are already a member of the BCI, you are entitled to a free download of the GPG 2013 as part of your membership benefits.

How do I become a certified BC professional?
Once you have completed your formal GPG training, the next step towards becoming a certified BC professional is to take the Certificate of the BCI Examination, which tests a candidate's knowledge and understanding of GPG 2013. Successful completion of this examination gives you an internationally recognised credential in BC and entitles you to use the post-nominal designation CBCI. Achievement of the CBCI also provides the perfect launching pad for individuals seeking to progress to Statutory membership of the BCI, the leading global membership organization for BC professionals.

How can I take the Certificate of the BCI Examination?
The exam can be taken immediately following training in paper and pencil format (this must be arranged with the Training Partner at the time of booking.) Alternatively, the exam can be taken at one of our designated Computer based Training Centres (CBT) that are located worldwide. (register online at **www.thebci.org**)

The CBCI is valid for three years; after this time, holders of the CBCI will be required to re-sit the Certificate of the BC examination to demonstrate currency of knowledge. Alternatively, holders of the CBCI can apply for Statutory membership of the BCI to gain the AMBCI or MBCI credential depending on experience.

In order to retain this designation, holders of the CBCI are required to pay an annual maintenance fee, which entitles them to the full benefits of BCI Affiliate membership. The first year is included in the cost of the Examination fee. For more information on fees visit **www.thebci.org**

To book your training:

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