Management And Leadership

Certificate of the Business Continuity Institute (CBCI)

Course Introduction

This training course is designed based on the Business Continuity Institute (BCI) Good Practice Guidelines (GPG), an independent body of knowledge for good Business Continuity (BC) Practice, and is aligned to ISO22301 intentionally to meet the technical and professional needs of BC and resilience professionals working in organizations of any type and size, in any industry or sector worldwide.

Target Audience

- Project Managers
- Business Administrators
- Account Executive
- Chief Operating Officer
- Operations Manager
- Executive Administrative
- Risk Manager
- Program Manager
- Business Analyst
- Quality Control Coordinator
- Assistant Manager
- Team Leader
- Senior Supervisors
- Researcher
- Management Consultant
- Public Relations Director

Learning Objectives

By the end of this training course, participants will be able to:

- Gain a comprehensive understanding of the Business Continuity Management Systems (BCMS) overview and lifecycle
- Identify the key aspects from pertaining to development, implementation and management of BCMS programme
- Equip with the knowledge and understanding required when practicing BCMS
- Be well-prepared to take the CBCI exam

Course Outline

- **01 Day One**

    Policy and Programme Management

    - Describe the stages of the BCMS Lifecycle
    - Explain how to create or revise a BCMS policy
    - Define the scope of the BCMS programme
    - Describe the approach to establishing governance of the BCMS programme
    - Understand the process of assigning roles and responsibilities within the BC programme
    - Describe the activities that make up the BC programme and explain how the programme can be managed and implemented effectively

- **02 Day Two**

    Embedding Business Continuity

    - Understand and influence organisational culture for successful embedding of business continuity
    - Define the competencies and skills requirements for those involved in business continuity
    - Coordinate training and awareness activities as part of embedding business continuity

Analysis

- Describe the purpose and importance of the Business Impact Analysis (BIA)
- Explain different types of BIA and the associated activities
- Undertake a BIA
- Understand the risk and threat assessment as part of the BC programme

• **03 Day Three**

Design

- Describe the approach to designing BC solutions
- Describe different types of BC solutions
- Understand the resource requirements for BC solutions
- Define the purpose of evaluating, and risk and threat mitigation measures
- Practical Application

• **04 Day Four**

Implementation

- Describe the purpose of establishing an effective response structure
- Develop and manage a Business Continuity Plan (BCP)
- Understand the key characteristics of strategic, tactical and operational-level plans
- Practical Application

• **05 Day Five**

Validation

- Explain the purpose and process of developing an exercise programme
- Identify different types of exercises and differentiate between them in terms of scale and complexity
- Develop, run, and evaluate an exercise
- Assess the maintenance activities required within the BC programme
- Define the purpose and describe the process and outcomes of the various exercises
- Practical Application

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 13, 2025	April 17, 2025	5 days	4250.00 $	KSA - Riyadh
July 7, 2025	July 11, 2025	5 days	4250.00 $	UAE - Dubai
Nov. 17, 2025	Nov. 21, 2025	5 days	4250.00 $	UAE - Abu Dhabi