Quality Management & Operational Excellence

Business Continuity Management
Standards, Plans, and Practices

Course Introduction

In an ever-changing global and economic landscape, organizations must be prepared to handle disruptions effectively. Developing and implementing a robust Business Continuity Management System (BCMS) allows organizations to anticipate challenges, maintain operations, and minimize risks.

This course equips participants with the knowledge, tools, and methodologies needed to design, implement, and manage effective business continuity plans. With practical applications and insights, participants will be ready to address real-world challenges and support organizational sustainability.

Course Methodology

The course combines:

- Expert-led presentations
- Hands-on exercises and case studies
- Group discussions and problem-solving activities

Participants will work through each stage of business continuity planning, from risk assessment to plan validation, supported by real-world examples and industry best practices.

Target Audience

- Business Continuity Managers
- Risk Managers
- Incident Response Team Members
- Chief Information Officers (CIOs)
- Operational Risk and Compliance Managers

Learning Objectives

- Apply internationally recognized standards for Business Continuity Management, including ISO 22301:2019 and NCEMA 7000:2021.
- Develop and implement Business Continuity Plans (BCPs) that align with organizational goals and stakeholder expectations.
- Conduct effective Risk Assessments and Business Impact Analyses (BIAs).
- Establish and manage a Business Continuity Management System (BCMS) that meets audit and compliance requirements.

Course Outline

- **01 DAY ONE**

  Introduction to Business Continuity Management (BCM)

  - The purpose and value of business continuity
  - Key components of a BCM program
  - Organizational policies, strategies, and tools

  International Standards and Frameworks

  - ISO 22301:2019: Overview and requirements
  - UAE NCEMA 7000:2021: Key elements and methodology
  - Business Continuity Institute (BCI) Good Practice Guidelines

- **02 DAY TWO**

  Developing a Business Continuity Plan (BCP)

  - Structuring and assigning ownership of the plan
  - Roles and responsibilities of Business Continuity Team Leaders
  - Cost considerations and resource allocation

  Conducting a Business Impact Analysis (BIA)

  - Strategic, tactical, and operational BIAs
  - Risk assessment techniques and implementation

- Case study: Real-world application of BIA

- **03 DAY THREE**

  Managing the Business Continuity Program

  - Competency frameworks and skills development
  - Embedding a culture of continuity within the organization
  - Stakeholder engagement and communication

- **04 DAY FOUR**

  Plan Validation and Testing

  - Types of testing and exercises
  - Preparing for and facilitating business continuity drills
  - Evaluating and improving business continuity plans

- **05 DAY FIVE**

  Addressing Sector-Specific Challenges

  - Business continuity in public vs. private sectors
  - Navigating regional challenges in the UAE, KSA and GCC

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 15, 2025	June 19, 2025	5 days	4250.00 $	KSA - Riyadh
Sept. 29, 2025	Oct. 3, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Nov. 9, 2025	Nov. 13, 2025	5 days	2150.00 $	Virtual - Online
Dec. 29, 2025	Jan. 2, 2026	5 days	5950.00 $	USA - Texas